



**Data Interchange Interface
between the System of the Client and the
System of Poczta Polska.
v. 1.13.01**

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1. About

1. About

1.1. Purpose

The purpose of this document is to present the approach developed for the process of handling the exchange of data on postal items, taking place between the system of the Client of Poczta Polska, and the system of the Poczta Polska.

This document applies to postal items which change status from items "to be sent" become items "sent".

1.2. Scope

This document describes the assumptions and modifications related to the integration of systems handling shipments: SP2000 system and the system of the Client.

1.3. Document Specifications

1.3.1. Naming Conventions

SP2000 – Poczta 2000 System

1.3.2. Legal Aspects

The copyright for all project documentation belongs to POSTDATA SA and is protected under the Law of 02.04.1994 on Copyright and Related Rights (Journal of Laws of 1994 No. 24, item 83).

2. Description of Basic Terms

Sender – An entity shipping postal items (different types); also referred to as Client of Poczta Polska SA.

Postal Facility / Post Office – Part of the organizational structure of Poczta Polska SA responsible for collecting postal items from Clients.

Poczta Polska SA - Entity responsible for ensuring the correct postal traffic.

3. Introduction

The interoperability between the system of Poczta Polska and the system of the Client consists, in a nutshell, in the transmission of data on shipments to be mailed and shipments for mailing. Most of the time mailing postal items will be based on previously signed contracts, but there may be cases of mailing without an agreement.

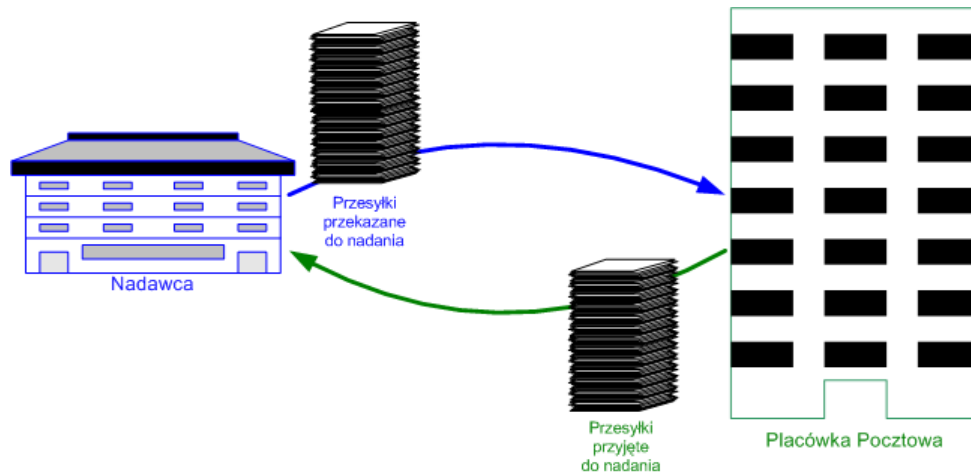


Figure 1. Cooperation between Poczta Polska and the Sender in relation to postal items

The contractual Client may be interested in electronic data interchange, because:

- It shortens the handling time at the postal counter,
- Minimizes the risk of error linked to the manual data filling,
- Has an impact on financial benefits for the Client (additional discount).

The data interchange process looks as follows:

1. The Client prepares an XML file containing "items to be shipped" and delivers the file to the correct Postal facility / Post Office.
2. The employee of Poczta Polska imports data from this file and duly processes them (e.g. by checking contract definitions), and at the end returns to the Client the electronic confirmation of posting. It is the items "sent" file, meaning the file provided by the Client at the Postal facility / Post Office, but checked and completed with among others the posting date and amount of postage.
3. The Client may use the data contained in "items sent" file (by importing this file into his system), but this is not mandatory.

The minimum required is to deliver the file with postal items described using specific fields as described herein to the Postal facility / Post Office the XML. The XML file must be of such quality to allow the SP2000 system (installed in the Postal facility / Post Office) to correctly execute its tasks.

On the next pages of this document you will find the description of fields characterizing different types of postal items that are being offered by Poczta Polska and supported by the interface described herein.

TYPES OF POSTAL ITEMS	
Domestic traffic	832 – Pocztex-N 833 – Postal Service 834 – Pocztex Service 840 – Unregistered Letter 841 – Postcard 842 – Advertising Item 843 – Unaddressed Printed Matter 844 – Letter with Declared Value 845 – Registered Mail 846 – Postal Parcel 846 – Parcel with declared value 866 – Shipment on Special Conditions 847 – Postal Parcel PLUS 848 – COD Shipment 849 – Sample of Goods 850 – E-PRZESYŁKA 852 – Business Shipment
International Traffic	831 – EMS International 869 – Priority PLUS 870 – Unregistered Letter 872 – Printed Matter, Periodicals 874 – M Bag 875 – Literature for the Blind 877 – Letter with Declared Value 879 – Printed Matter, Periodicals with Declared Value 880 – M Bag with declared value 881 – Literature for the Blind with Declared Value 878 – Postal Parcel

XML FILES	
Items to be shipped	XML file addressed to the SP2000 system. <i>The XML file is generated by the system of the Client; SP2000 system imports the file.</i>
Items shipped	XML file addressed to the system of the Client. <i>The XML file is generated by SP2000 system; the system of the Client imports the file (the Client has no obligation to import the file).</i>

4. File "Items to be shipped"

It is an XML file generated by the system of the Client, destined for the system of Poczta Polska. The file contains definitions of postal items which have been listed as items "to be shipped" and which should be imported by the system of Poczta Polska in order to apply postage and process them into "items sent".

The "items to be shipped" file is destined to any Postal facility / Post Office equipped with the SP2000 system supporting "items to be shipped" files generated by the system of the Client in accordance with a strictly defined data structure.

Name of the field (the fields listed are always present in the file)	Type	Description	Required content*
Nadawca	Record	Information about the document/file.	Yes
Struktura	CHAR (3)	The structure version number based on which the XML file containing the definitions of postal items to be shipped was created. The current version number is 1.6	Yes
Nazwa	CHAR (60)	Name of the Sender of items (entity that generated the file with items to be shipped).	Yes
NazwaSkrócona	CHAR (10)	Short name of the Sender (min 6 max 10 characters). Accepted characters: a..z,A..Z,0..9 (small and capital letters, digits).	Yes
Ulica	CHAR (35)	Name of the street of the Sender of items or name of the location if there is no streets e.g. rural area.	No
Dom	CHAR (11)	House number of the Sender.	Yes
Lokal	CHAR (11)	Suite / apartment number of the Sender.	No
Miejscowosc	CHAR (30)	The name of the Sender location.	Yes
Kod	NUMBER (5)	Postcode of the Sender.	Yes
NIP	NUMBER (10)	Sender Tax ID (NIP) number.	Yes
Zrodlo	CHAR (7)	Information about the system generating the file with postal items "to be shipped". For postal items exported from the system of the Client the value of the field is "Nadawca" (Sender).	Yes
Guid	CHAR (38)	Globally Unique Identifier Sender Unique ID.	Yes
Zbior	Record	Information about the batch grouping postal items to be shipped.	Yes
Nazwa	CHAR (13)	Name of the batch, as generated by the system; format: dd-mm-rrrr\serial number (day-month-year/serial_number_of_the_batch_in_a_day)	Yes
DataUtworzenia	DATETIME (19)	Date and time of the batch creation; format: yyyy-mm-ddThh:mm:ss	Yes
Opis	CHAR (30)	Free description, as created for the batch of items.	No
IloscPrzesylek	NUMBER (7)	Number of shipment present in the batch.	Yes

Guid	CHAR (38)	Globally Unique Identifier Batch Unique ID.	Yes
Przesyłka	Rekord	Information about a single shipment in the batch.	Yes
Guid	CHAR (38)	Globally Unique Identifier Shipment Unique ID.	Yes
Atrybut	Rekord	Information about the attribute of the shipment.	Yes
Typ	CHAR (7)	May have the value "Adresat" (Addressee) then CHAR (7) or have no value (NULL)	No
Nazwa	CHAR	Have different values and assigned lengths that depend on the type of the item and the value of the preceding TYP field (as described below).	Yes

If the **TYP** field have the value "Adresat" then **NAZWA** field receives the following values:

Name of the field (fields are always present in the file)	Type	Opis	Required content*
Nazwa	CHAR (30)	Name/ First name and last name of the addressee (recipient) for whom the shipment is destined.	Yes
Nazwall	CHAR (30)	Name/ First name and last name of the addressee (recipient) for whom the shipment is destined.	No
Ulica	CHAR (35)	Name of the street of the Sender of items or name of the location if there is no streets e.g. rural area.	No
Dom	CHAR (11)	House number of the Sender.	Yes
Lokal	CHAR (11)	Suite / apartment number of the Sender.	No
Miejscowosc	CHAR (30)	The name of the Recipient location.	Yes
Kod	NUMBER (5)	Addressee postcode. a) NUMBER (5) for Kraj = POLSKA b) CHAR (10) for Kraj <> POLSKA	Yes, for Kraj = POLSKA No, for Kraj <> POLSKA
Kraj	CHAR (40)	Country of the recipient; chosen based on a list of countries.	Yes

Field group TYP[Adresat] + NAZWA appear for different types of shipments.

Description of items supplemented by field "Typ=Adresat" should be given in the case of registered mail items, i.e. having assigned an ID number.

If the **TYP** (TYPE) field has no value, which means that it has a null value (NULL), the **NAZWA** (NAME) field takes different values (characterizing specific items), the existence of which depends on the type of shipment (not all items have the same fields), which is described later in this document.

Fields related to the fields group "TYP = adresat + NAZWA" are only required for items, the definition of which provides for the "NrNadania". If a specific type of mail item does not have a field "NrNadania" then the field group "TYP = adresat + NAZWA" is not required, but, at the same time, it is not prohibited, i.e. such fields could occur (address data contained in the file are not an obstacle for importing data from the file).

If the **TYP** field has the value "Oplata" then the field **NAZWA** takes the value "Razem" (Total), which should be understood as the amount to be paid in order to send the mail item; it only appears in the file created by the SP2000.

Name of the field (fields are always present in the file)	Type	Description	Required content*
Razem	NUMBER (7)	Amount to be paid in order to send the shipment.	Yes (for the file created by the system of Poczta Polska)

If the **TYP** field have the value "Dostanie" then **NAZWA** field receives the following values:

Name of the field (fields are always present in the file)	Type	Description	Required content*
Nazwa	CHAR (30)	Name/ First name and last name of the addressee (recipient) for whom the shipment is destined.	Yes
Nazwall	CHAR (30)	Name/ First name and last name of the addressee (recipient) for whom the shipment is destined.	No
Ulica	CHAR (35)	Name of the street of the Sender of items or name of the location if there is no streets e.g. rural area.	No
Dom	CHAR (11)	House number of the Sender.	Yes
Lokal	CHAR (11)	Suite / apartment number of the Sender.	No
Miejscowosc	CHAR (30)	The name of the Recipient location.	Yes
Kod	NUMBER (5) CHAR (10)	Addressee postcode: a) NUMBER (5) for Kraj = POLSKA b) CHAR (10) for Kraj <> POLSKA	Yes
Kraj	CHAR (40)	Country of the recipient; chosen based on a list of countries.	Yes

Fields group TYP[Dostanie] + NAZWA currently appear for shipments: 846-Postal Parcel and 847-Postal Parcel PLUS.

The description of items supplemented by fields "Typ=Dostanie" should be given in the case of mail items 846 and 847, for which the field "Uslugi" has the value "Z".

For domestic registered items mailing operations [for domestic items types having an ID]:

- 832 – Pocztex-N
- 833 – Postal Service
- 834 – Pocztex Service
- 844 – Letter with Declared Value
- 845 – Registered Mail
- 846 – Postal Parcel
- 846 – Postal Parcel with Declared Value
- 847 – Postal Parcel PLUS
- 848 – COD Shipment
- 850 – E-PRZESYŁKA
- 852 – Business Shipment
- 866 – Shipment on Special Conditions

it will be possible to notify the Sender through one of the following forms of notification

- E-mail or
- Fax or
- SMS or
- Phone.

Name of the field (fields are always present in the file)	Typ	Opis	Required content*
FormaPowiadomieniaNadawcy	CHAR (1)	Form of Sender notification: M - SMS E – E-mail F – Fax T - Phone	No (Yes, for Usługi = O in operation 850 and D in operation 832)
KontaktPowiadomieniaNadawcy	CHAR (50)	Phone number or e-mail address	No (Yes, for Usługi = O in operation 850 and D in operation 832)

For domestic registered items [for domestic items types having an ID]:

- 832 – Pocztex-N
- 833 – Postal Service
- 834 – Pocztex Service
- 844 – Letter with Declared Value
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- 846 – Postal Parcel
- 846 – Postal Parcel with Declared Value
- 847 – Postal Parcel PLUS
- 848 – COD Shipment
- 850 – E-PRZESYŁKA
- 852 – Business Shipment
- 866 – Shipment on Special Conditions

it will be possible to notify the Addressee through one of the following forms of notification

- E-mail or
- Fax or
- SMS or
- Phone.

Name of the field (fields are always present in the file)	Type	Description	Required content*
FormaPowiadomieniaAdresata	CHAR (1)	Form of Addressee notification: M - SMS E - E-mail F - Fax T - Phone	No (Yes, E-PRZESYŁKA and business shipment with the option "Odbiór w punkcie" (Delivery to a premise))
KontaktPowiadomieniaAdresata	CHAR (50)	Phone number or e-mail address	No (Yes, E-PRZESYŁKA and business shipment with the option "Odbiór w punkcie" (Delivery to a premise))

* The string "Tak" (Yes) in column Required Content does not mean the field is mandatory, but if the field appears in the file, it has to contain the content described in column Description.

Shipment Parameters - DOMESTIC

832 – Pocztex N			
Field Name	Data Type and Length	Description	Required content
Symbol	NUMBER (3)	Symbol corresponding to the mail shipment belonging to the new type Pocztex-N: 832.	Yes
Umowa	NUMBER (10)	Reference to the agreement based on which shipments are sent (idUmowyMRUMC).	No
KartaUmowy	NUMBER (10)	Reference to the Card based on which shipments are sent (idKartyMRUMR).	No
Oplacenie	CHAR (1)	Symbol of the Method of Payment: G – Cash K – In Arrears X – Installment Q – In Advance	Yes (for the file created by the system of Poczta Polska) ¹
Ilosc	NUMBER (1)	Informs about the quantity of items; default value is "1".	Yes
Masa	NUMBER (7)	Shipment weight; provided in grams. Standard max weight is 50000 and for Bezpośredni (Direct) 100000 grams.	No
NrNadania	CHAR (13)	ID of the shipment.	No
Serwis	CHAR (1)	Type of service for the Pocztex-N shipment: E – Express K – Courier	Yes
KopertaFirmowa	CHAR (1)	Informs whether the Pocztex-N shipment is sent in prepaid envelope; value: T – Yes N – No	No
Termin	CHAR (1)	Shipment deadline-service: A – City up to 3h - up to 5 km B – City up to 3h - up to 10 km C – City up to 3h - up to 15 km D – City up to 3h - above 15 km E – City up to 4h - up to 10 km F – City up to 4h - up to 15 km G – City up to 4h - up to 20 km H – City up to 4h - up to 30 km J – City up to 4h - up to 40 km M – Domestic R – Direct up to 30 kg S – Direct above 30 up to 100 kg X – Express 24	Yes
Odleglosc	NUMBER (4)	Distance for Pocztex-N item; in kilometers.	No (Yes, for Termin = R or S)

¹ Fields highlighted in light grey are fields present in the returned XML file generated by the Poczta Polska system for the system of the Client.

CzyOplacaOdbiorca	CHAR (1)	Does the Addressee pay for postage: T – Yes N – No	No
Usługi	CHAR (11)	Additional services for the shipment: B – Saturday Delivery K – Fragile D – Delivery or Return Confirmation E – Delivery at specific date F – Delivery until (time) G – Delivery 20:00-7:00 H – Delivery at specific time I – Delivery up to 90 minutes J – Saturday Collection M – Bulky N – Sunday/Holiday Delivery O – Delivery Confirmation P – COD R – Returned Documents S – Content Check V – Collection 20:00-7:00 W – Value X – Sunday/Holiday Collection Z – Hand Delivery a. „W” excludes „U” in case Wartosc (field related to „W”) have value of more than 100,00 zł – value „100,00zł” is based on the official tariff and may change in the future	No
SposobPotwDorecz	CHAR (1)	Delivery Confirmation Method: S – SMS E – E-mail F – Fax T – Phone	No (Yes, for Usługi = D)
KontaktPotwDorecz	CHAR (50)	Contact Value for Delivery Confirmation for Item Delivery Status: E-mail address or phone number for: SMS, E-mail, Fax, Phone.	No, (Yes, for SposobPotwDorecz <> 0)
DataDlaDostarczenia	CHAR (10)	Estimated Delivery Time, format "yyyy-mm-dd", e.g. "2012-08-12"	No (Yes, for Usługi = E)
DoreczenieDoGodziny	CHAR (5)	Final Delivery Time for UK="Delivery until", format "hh:mm"; available values: "08:00", "09:00", "12:00"	No (Yes for Usługi = F)
DoreczenieNaGodzine	CHAR (5)	Actual Delivery Time for UK="Delivery until", format "hh:mm", e.g. "10:30" ten thirty.	No (Yes for Usługi = H)
IloscPotwOdb	NUMBER (1)	Number of Proofs of Delivery.	No (Yes, for Usługi = O)
SposobPotwOdb	CHAR (1)	Delivery confirmation sending method, values: L – Unregistered Priority Letter E – Pocztex-N	No (Yes, for Usługi = O)
TerminPotwOdb	CHAR (1)	Deadline-service for delivery confirmation for Pocztex items: A – City up to 3h – up to 5 km B – City up to 3h – up to 10 km C – City up to 3h – up to 15 km D – City up to 3h – above 15 km E – City up to 4h – up to 10 km F – City up to 4h – up to 15 km G – City up to 4h – up to 20 km H – City up to 4h – up to 30 km J – City up to 4h – up to 40 km X – Express 24	No (Yes for SposobPotwOdb = E)

SposobPobrania	CHAR (1)	COD transfer method: P – To address provided S – To bank account	No (Yes for Usługi = P)
KwotaPobrania	NUMBER (7)	Amount to be collected from the Addressee on delivery; in PLN cents (0,01 PLN), max 2000000.	No (Yes, SposobPobrania <> 0)
SposobZwrotuDokumentow	CHAR (1)	Method of executing "Dokumenty zwrotne" (Returned Documents) additional service; available values: E – Pocztex-N A – Unregistered Priority Letter B – Unregistered Economy Letter C – Registered Priority Letter D – Registered Economy Letter	No (Yes for Usługi = R)
TerminDlaZwrotuDok	CHAR (1)	Deadline for returning signed documents: A – City up to 3h – up to 5 km B – City up to 3h – up to 10 km C – City up to 3h – up to 15 km D – City up to 3h – up to 15 km E – City up to 4h – up to 10 km F – City up to 4h – up to 15 km G – City up to 4h – up to 20 km H – City up to 4h – up to 30 km J – City up to 4h – up to 40 km R – Direct up to 30 kg S – Direct above 30 up to 100 kg X – Express 24	No (Yes, for Usługi = R)
OdlegloscDlaZwrotuDok	NUMBER (7)	Distance for returning signed documents, for Pocztex - Bezpośredni (Direct)	No (Yes for TerminDlaZwrotuDok = R or S)
Wartosc	NUMBER (7)	Declared Shipment Value; expressed in PLN cents (0,01 PLN); max 2000000 PLN centses.	No (Yes, for Usługi = W)
Razem	NUMBER (7)	Amount to be paid in order to send the shipment.	Yes (for the file created by the system of Poczta Polska)
DataNadania	DATE (10)	Date of sending; date format: yyyy-mm-dd	Yes (for the file created by the system of Poczta Polska)
Wersja	NUMBER (1)	Version number of the data structure for the specified shipment. The current version number is "1".	Yes
UbezpieczenieOpcja	CHAR (3)	Selected insurance option: B – for 832 [Pocztex-N ekspresowy] C – for 832 [Pocztex-N kurierski] Obecnie wszystkie symbole dotyczą opcji "Standard".	Yes, for Usługi=U
UbezpieczenieKwota	NUMBER (9)	Insurance amount understood as upper insurance limit of the selected insurance scope or amount entered manually.	Yes, for Usługi=U
Uwagi	CHAR (40)	[Comments field] Random content of up to 40 characters (except for prohibited characters).	No
NrWewPrzesylki	CHAR (25)	[Internal Shipment ID field] Random content of up to 25 characters (excluding prohibited characters).	No

Fields linked to field group - TYP (type) = adresat (addressee) + NAZWA (NAME)

833 – Postal Service			
Field Name	Data Type and Length	Description	Required content
Symbol	NUMBER (3)	Symbol corresponding to the mail shipment belonging to 833 – Postal Service type.	Yes
Umowa	NUMBER (10)	Reference to the agreement based on which shipments are sent (idUmowyMRUMC).	No
KartaUmowy	NUMBER (10)	Reference to the Card based on which shipments are sent (idKartyMRUMR).	No
Oplacenie	CHAR (1)	Symbol of the Method of Payment: G – Cash K – In Arrears X – Installment Q – In Advance	Yes (for the file created by the system of Poczta Polska) ¹
Ilosc	NUMBER (1)	Informs about the quantity of items; default value is "1".	Yes
Masa	NUMBER (7)	Shipment weight; provided in grams. Based on Tariff.	No
NrNadania	CHAR (13)	ID of the shipment.	No
Termin	CHAR (3)	Delivery deadline: P24 – Paczka 24 P48 – Paczka 48 PE – Paczka Ekstra 24	Yes
PniUP	NUMBER (7)	Pni (as per EJP) of the PO handing over the shipment. Required for shipments with "Odbior w punkcie" (Collection in a Spot) Not present, if field WieloPaczkGuid is populated.	No
WieloPaczkGuid	NUMBER (38)	A unique identifier that connects all shipments under multi-parcel consignment. (each set of packages should have a common but unique GUID within the file). Minimum quantity of shipments with the same GUID is 2 Not present, if field PniUP has a value.	No
WieloPaczkNumer	NUMBER (4)	Serial number of the next parcel in the Multiparcel Service	Yes, if WieloPaczkGuid parameter is present
CzyOplacaOdbiorca	CHAR (1)	Informs whether the shipment will be paid by the addressee: T – Yes null or any other value means that the shipment is paid by the sender.	No
Opakowanie	CHAR (2)	Type of packaging: O1 – Parcel up to 0.5kg O2 – Prepaid Envelope up to 1kg G1 – G1 format Packaging G2 – G2 format Packaging	No

¹ Fields highlighted in light grey are fields present in the returned XML file generated by the Poczta Polska system for the system of the Client.

		G3 –G3 format Packaging G4 –G4 format Packaging G5 –G5 format Packaging „O1” available for Termin = „P24” „PE” „O2” available for „PE” „G1-G5” packaging will be available once the relevant decision is made (currently not available).	
Usługi	CHAR (11)	Additional services for the shipment: B – Saturday Delivery D – Delivery or Return Confirmation E – Delivery at specific date F – Delivery until (time) H – Delivery at specific time K - Fragile L – Delivery after 17:00 M – Bulky O – Delivery Confirmation P – COD R – Returned Documents S – Content Check U – Insurance W – Declared Value Z – Hand Delivery a. „W” excludes „U” when Wartosc (field related to „W”) has a value of more than 100,00 zł – „100,00zł” results from current tariff and may change in future	No
Wartosc	NUMBER (7)	Declared Shipment Value; expressed in PLN cents: max 7000000.	For Usługi = W
UbezpieczenieOpcja	CHAR (3)	Selected insurance option: E – for 833 [Postal Service] All symbols concern the "Standard" option.	For Usługi = U
SposobZwrotuDokumentow	CHAR (3)	Method of returning signed documents for „Dokumenty zwrotne” service; available options: A – Unregistered priority letter B – Unregistered economy letter C – Registered priority letter D – Registered economy letter PE – Paczka Ekstra 24 do 1kg P24 – Paczka 24 up to 5kg P48 – Paczka 48 up to 5kg X – Pocztex Ekspres 24 up to 1kg	For Usługi = R
KwotaPobrania	NUMBER (7)	Amount to be collected from the Addressee on delivery; in PLN cents, max 7000000.	For Usługi = P
SposobPobrania	CHAR (1)	COD transfer method: P – to specified address S – to bank account	For Usługi = P
UbezpieczenieKwota	NUMBER (9)	Maximum value of insurance for a particular insurance option or insurance value entered manually.	For Usługi = U
Nrb	CHAR (26)	Bank account number for transferring the COD amount	No
PrzelewTytul	CHAR (30)	Transfer Title	No
IloscPotwOdb	NUMBER (1)	Number of Proofs of Delivery.	For Usługi = O
SposobPotwOdb	CHAR (3)	Proof of Delivery sending method, Values: PE – Paczka Ekstra 24 up to 1kg P24 – Paczka 24 up to 5kg P48 – Paczka 48 up to 5kg L – Priority unregistered letter X – Pocztex Ekspres 24 up to 1kg	For Usługi = O

DoreczenieNaGodzine	CHAR (5)	Indicated delivery time for "Doręczenie na godzinę" service, format „hh:mm” (e.g. „13:00”); available values 13:00 – 20:00.	For Usługi = H
DoreczenieDoGodziny	CHAR (5)	Final delivery time for "Doręczenie do godziny" service, format „hh:mm”; available values: „08:00”, „09:00”, „12:00”.	For Usługi = F
DataDlaDostarczenia	CHAR (10)	Planned shipment delivery date, format „rrrr-mm-dd”, e.g. „2012-08-12”.	For Usługi = E
Odleglosc	NUMBER (4)	Distance for Pocztex-N item; in kilometers.	No (Yes, for Termin = R or S)
UiszczaOplate	CHAR (1)	Who pays the postage: N – Sender A – Addressee	Yes
SposobPotwDorecz	CHAR (1)	Delivery Confirmation Method: S – SMS E – E-mail F – Fax T – Phone	No (Yes, for Usługi = D)
KontaktPotwDorecz	CHAR (50)	Contact Value for Delivery Confirmation for Item Delivery Status: E-mail address or phone number for: SMS, E-mail, Fax, Phone.	No, (Yes, for SposobPotwDorecz <> 0)
Razem	NUMBER (7)	Amount to be paid in order to send the shipment.	Yes (for the file created by the system of Poczta Polska)
DataNadania	DATE (10)	Date of sending; date format: yyyy-mm-dd	Yes (for the file created by the system of Poczta Polska)
Wersja	NUMBER (1)	Version number of the data structure for the specified shipment. The current version number is "1".	Yes
Uwagi	CHAR (40)	[Comments field] Random content of up to 40 characters (except for prohibited characters).	No
NrWewPrzesylki	CHAR (25)	[Internal Shipment ID field] Random content of up to 25 characters (excluding prohibited characters).	No
Fields linked to field group - TYP (type) = adresat (addressee) + NAZWA (NAME)			

834 – Pocztex Service			
Nazwa pola	Typ danych i długość	Opis pola	Wymagana zawartość
Symbol	NUMBER (3)	Symbol corresponding to mail shipment belonging to „834 Usługi Pocztex” type.	Yes
Umowa	NUMBER(10)	Reference to the agreement based on which shipments are sent (idUmowyMRUMC).	No
KartaUmowy	NUMBER (10)	Reference to the Card based on which shipments are sent (idKartyMRUMR).	No
Oplacenie	CHAR (1)	Symbol of the Method of Payment: G – Cash K – In Arrears X – Installment Q – In Advance	For the file created by the system of Poczta Polska
Ilosc	NUMBER (1)	Informs about the quantity of items; Ilosc = 1	Yes
NrNadania	CHAR (13)	ID of the shipment.	No
Serwis	CHAR (1)	Type of service for courier shipment: E – Express K – Courier	Yes
Termin	CHAR (3)	Deadline for Pocztex items. For Serwis=E X – Ekspres 24 For Serwis=K A – City up to 3h up to 5km B – City up to 3h up to 10km C – City up to 3h up to 15km D – City up to 3h above 15km E – City up to 4h up to 10km F – City up to 4h up to 15km G – City up to 4h up to 20km H – City up to 4h up to 30km J – City up to 4h up to 40km M – Domestic P – Direct up to 20kg R – Direct up to 30kg S – Direct above 30kg up to 100kg	Yes
Masa	NUMBER (7)	Shipment weight; provided in grams. Max value as per Tariff.	No
Odleglosc	NUMBER(4)	Distance to place of delivery/ collection (max 9999km).	For Termin = P/ R/ S
PniUP	NUMBER (7)	PNI number (as per EJP) of the PO handing over the shipment. This field is not present if WieloPaczkaGuid field has a value.	No
WieloPaczkaGuid	NUMBER (38)	A unique identifier that connects all shipments under multi-parcel consignment. (each set of packages should have a common but unique GUID within the file). Minimum quantity of shipments with the same GUID is 2 Not present if field PniUP has a value.	No

WieloPaczkaNumer	NUMBER(4)	Serial number of the next parcel in the Multiparcel Service	Yes, if WieloPaczkaGuid parameter is present
CzyOplacaOdbiorca	CHAR (1)	<p>Informes whether the shipment will be paid by the addressee: T – Yes null or any other value means that the shipment is paid by the sender.</p>	No
Opakowanie	CHAR (2)	<p>Type of packaging the shipment is in: O2 – Prepaid envelope up to 1kg</p> <p>Available for shipments with field value for Masa ≤ 1000 grams.</p>	No
Uslugi	CHAR (11)	<p>O – Delivery Confirmation P – COD R – Returned Documents S – Content Check U – Insurance W – Declared Value Z – Hand Delivery</p> <p>a. „W” excludes „U” when Wartosc (field related to „W”) has a value of more than 100,00 zł – „100,00zł” results from current tariff and may change in future</p> <p>Additional services active for the shipment: B – Saturday Delivery D – Delivery or Return Confirmation E – Delivery at specific date F – Delivery until (time) G – Delivery 20:00-7:00 H – Delivery at specific time I – Delivery within 90 minutes J – Saturday Collection K – Fragile L – Delivery after 17:00 M – Bulky N – Sunday/Holiday Delivery O – Delivery Confirmation P – COD R – Returned Documents S – Content Check U – Insurance V – Collection 20:00-7:00 W – Declared Value X – Sunday/Holiday Collection Z – Hand Delivery</p> <p>a. „M” available for Termin = „A” „B” „C” „D” „E” „F” „G” „H” „J” „X” b. „I” available for Termin = „A” „B” „C” „D” c. „E” „F” „H” „L” available for Termin = X d. „W” excludes „U” in case Wartosc (field related to „W”) have a value of more than 100,00 zł – value „100,00zł” is based on the official tariff and may change in the future.</p>	No
Wartosc	NUMBER (7)	Declared Shipment Value; expressed in PLN cents: max 7000000.	For Uslugi = W
UbezpieczenieOpcja	CHAR (3)	<p>Selected insurance option: F1 – for 834 [Pocztex express service] F2 – for 834 [Pocztex courier service] Currently all symbols concern the „Standard” option.</p>	For Uslugi = U
UbezpieczenieKwota	NUMBER (9)	Maximum value of insurance for a particular insurance option or insurance value entered manually.	For Uslugi = U

SposobZwrotuDokumentow	CHAR (1)	Method of returning signed documents for „Dokumenty zwrotne” service; available options: A – Unregistered priority letter B – Unregistered economy letter C – Registered priority letter D – Registered economy letter E – Pocztex Service up to 1kg F – Postal Service up to 5kg	For Usługi = R
TerminDlaZwrotuDok	CHAR (1)	Deadline for returning signed documents: For SposobZwrotuDokumentow=E A – City up to 3h up to 5km B – City up to 3h up to 10km C – City up to 3h up to 15km D – City up to 3h above 15km P – Direct up to 20kg X – Express 24 For SposobZwrotuDokumentow=F P24 – Paczka 24 P48 – Paczka 48	For Usługi = R
SposobPobrania	CHAR (1)	COD transfer method: P – To address provided S – To bank account	For Usługi = P
KwotaPobrania	NUMBER (7)	Amount to be collected from the Addressee on delivery; in PLN cents (0.01) PLN, max 7000000.	For Usługi = P
Nrb	CHAR(26)	Bank account number for transferring the COD amount.	For SposobPobrania = S
PrzelewTytul	CHAR(30)	Transfer Title.	No
IloscPotwOdb	NUMBER (1)	Number of Proofs of Delivery.	For Usługi = O
SposobPotwOdb	CHAR (3)	Delivery confirmation sending method, values: E – Pocztex prepaid envelope up to 1kg F – Postal Service up to 5kg L – Unregistered Priority Letter	For Usługi = O
TerminPotwOdb	CHAR (1)	Deadline for delivery confirmation for Pocztex items: For SposobPotwOdb=E X – Express 24 A – City up to 3h up to 5km B – City up to 3h up to 10km C – City up to 3h up to 15km D – City up to 3h above 15km P – Direct up to 20kg For SposobPotwOdb =F P24 – Paczka 24 P48 – Paczka 48	For SposobPotwOdb = E)
DoreczenieNaGodzine	CHAR (5)	Indicated delivery time for “Doręczenie na godzinę” service, format „hh:mm” (e.g. „13:00”); available values 13:00 – 20:00.	For Usługi = H
DoreczenieDoGodziny	CHAR (5)	Final delivery time for “Doręczenie do godziny” service, format „hh:mm”; available values: „08:00”, „09:00”, „12:00”.	For Usługi = F
DataDlaDostarczenia	CHAR (10)	Estimated Delivery Time, format „yyyy-mm-dd”, e.g. „2012-08-12”	For Usługi = E

SposobPotwDorecz	CHAR (1)	Delivery Confirmation Method: S – SMS E – E-mail	For Usługi = D
KontaktPotwDorecz	CHAR (50)	Contact for sending the delivery status of the shipment: Email address or phone number for SMS.	For Usługi = D
Razem	NUMBER (7)	Amount to be paid in order to send the shipment.	For the file created by the system of Poczta Polska
DataNadania	DATE (10)	Date of sending; date format: rrrr-mm-dd	For the file created by the system of Poczta Polska
Wersja	NUMBER (1)	Version number of the data structure for the specified shipment. The current version number is „1”	Yes
Uwagi	CHAR (40)	[Comments field] Random content of up to 40 characters (except for prohibited characters).	No
NrWewPrzesylki	CHAR (25)	[Internal Shipment ID field] Random content of up to 25 characters (excluding prohibited characters).	No
Fields linked to field group - TYP (type) = adresat (addressee) + NAZWA (NAME)			

840 – Unregistered Letter			
Field Name	Data Type and Length	Description	Required content
Symbol	NUMBER (3)	Symbol corresponding to the mail shipment belonging to the "Unregistered Letter" type: 840.	Yes
Firmowa	CHAR (1)	Inform whether the shipment has the attribute "firmowa": T – Yes N – No	Yes
Miejscowa	CHAR (1)	Inform whether the shipment has the attribute "miejscowa": T – Yes N – No	Yes
Kategoria	CHAR (1)	Inform about which category the shipment belongs to: E – Economy P – Priority	Yes
Umowa	NUMBER (10)	Reference to the agreement based on which shipments are sent (idUmowyMRUMC).	No
KartaUmowy	NUMBER (10)	Reference to the Card based on which shipments are sent (idKartyMRUMR).	No
Oplacenie	CHAR (1)	Symbol of the Method of Payment: N – Franking Machine K – In arrears B – Cashless X – Installment S – Internal Z – Stamps F – Franking Machine at PO G – Cash Q – In Advance	Yes (for the file created by the system of Poczta Polska)
PosteRestante	CHAR (1)	Inform whether the shipment is a Poste Restante shipment:	Yes

		T – Yes N – No	
Ilosc	NUMBER (1)	Informs about the quantity of items; default value is "1".	Yes
Masa	NUMBER (7)	Shipment weight; provided in grams.	No
DlaOciemn	CHAR (1)	Informs whether the shipment is a "Literature for the Blind" shipment: T – Yes N – No	Yes
EgzBibl	CHAR (1)	Informs whether the shipment is a "Library" shipment: T – Yes N – No	Yes
Strefa	CHAR (1)	Concerns shipment format: A – format A B – format B	Yes
Razem	NUMBER (7)	Amount to be paid in order to send the shipment.	Yes (for the file created by the system of Poczta Polska)
DataNadania	DATE (10)	Date of sending; date format: yyyy-mm-dd	Yes (for the file created by the system of Poczta Polska)
Wersja	NUMBER (1)	Version number of the data structure for the specified shipment. The current version number is "1".	Yes
Uwagi	CHAR (40)	[Comments field] Random content of up to 40 characters (except for prohibited characters).	No
NrWewPrzesylki	CHAR (25)	[Internal Shipment ID field] Random content of up to 25 characters (excluding prohibited characters).	No

841 – Postcard

Field Name	Data Type and Length	Description	Required content
Symbol	NUMBER (3)	Symbol corresponding to the mail shipment belonging to the "Postcard" type: 841.	Yes
Kategoria	CHAR (1)	Informs about which category the shipment belongs to: E – Economy P – Priority	Yes
Umowa	NUMBER (10)	Reference to the agreement based on which shipments are sent (idUmowyMRUMC).	No
KartaUmowy	NUMBER (10)	Reference to the Card based on which shipments are sent (idKartyMRUMR).	No
Oplacenie	CHAR (1)	Symbol of the Method of Payment: N – Franking Machine K – In arrears B – Cashless X – Installment S – Internal Z – Stamps F – Franking Machine at PO G – Cash Q – In Advance	Yes (for the file created by the system of Poczta Polska)
PosteRestante	CHAR (1)	Informs whether the shipment is a Poste Restante shipment: T – Yes N – No	Yes

Ilosc	NUMBER (7)	Informs about the quantity of items; default value is "1".	Yes
Razem	NUMBER (7)	Amount to be paid in order to send the shipment.	Yes (for the file created by the system of Poczta Polska)
DataNadania	DATE (10)	Date of sending; date format: yyyy-mm-dd	Yes (for the file created by the system of Poczta Polska)
Wersja	NUMBER (1)	Version number of the data structure for the specified shipment. The current version number is "1".	Yes
Uwagi	CHAR (40)	[Comments field] Radom content of up to 40 characters (except for prohibited characters).	No
NrWewPrzesylki	CHAR (25)	[Internal Shipment ID field] Random content of up to 25 charcaters (excluding prohibited characters).	No

842 - Advertising item

Field Name	Data Type and Length	Description	Required content
Symbol	NUMBER (3)	Symbol corresponding to the mail shipment belonging to the "Advertising Item" type: 842.	Yes
Umowa	NUMBER (10)	Reference to the agreement based on which shipments are sent (idUmowyMRUMC).	No
KartaUmowy	NUMBER (10)	Reference to the Card based on which shipments are sent (idKartyMRUMR).	No
Masa	NUMBER (7)	Shipment weight; provided in grams.	No
Ilosc	NUMBER (7)	Informs about the quantity of items; default value is "1".	Yes
Oplacenie	CHAR (1)	Symbol of the Method of Payment: N – Franking Machine K – In arrears B – Cashless X – Installment S – Internal F – Franking Machine at PO G – Cash Q – In Advance	Yes (for the file created by the system of Poczta Polska)
Razem	NUMBER (7)	Amount to be paid in order to send the shipment.	Yes (for the file created by the system of Poczta Polska)
DataNadania	DATE (10)	Date of sending; date format: yyyy-mm-dd	Yes (for the file created by the system of Poczta Polska)
Strefa	CHAR (1)	Concerns shipment format: A – format A B – format B	Yes
Wersja	NUMBER (1)	Version number of the data structure for the specified shipment. The current version number is "1".	Yes
Uwagi	CHAR (40)	[Comments field] Radom content of up to 40 characters (except for prohibited characters).	No
NrWewPrzesylki	CHAR (25)	[Internal Shipment ID field] Random content of up to 25 charcaters (excluding prohibited characters).	No

843 – Unaddressed Printed Matter			
Field Name	Data Type and Length	Description	Required content
Symbol	NUMBER (3)	Symbol corresponding to the mail shipment belonging to the "Unaddressed Printed Matter" type: 843.	Yes
Umowa	NUMBER (10)	Reference to the agreement based on which shipments are sent (idUmowyMRUMC).	No
KartaUmowy	NUMBER (10)	Reference to the Card based on which shipments are sent (idKartyMRUMR).	No
Oplacenie	CHAR (1)	Symbol of the Method of Payment: N – Franking Machine K – In arrears B – Cashless X – Installment S – Internal F – Franking Machine at PO G – Cash Q – In Advance	Yes (for the file created by the system of Poczta Polska)
Pakiety	NUMBER (7)	Quantity of Packets	No
Strefa	CHAR (1)	Delivery deadline: S – Standard U – Contractual	Yes
Masa	NUMBER (7)	Shipment weight; provided in grams.	No
Ilosc	NUMBER (5)	Informs about the quantity of items; default value is "1". The maximum number of unaddressed printed matter to one destination for this type of shipment is 10,000.	Yes
PunktyDorecz	NUMBER (3)	Quantity of delivery points checked.	No
Placowki	NUMBER (4)	Quantity of delivering offices.	No
Uslugi	CHAR (11)	Additional activities for the shipment: D - Delivery checking per point T - Unaddressed printed matter delivery service report	Yes
Uwagi	CHAR (40)	[Comments field] Random content of up to 40 characters (except for prohibited characters).	No
NrWewPrzesylki	CHAR (25)	[Internal Shipment ID field] Random content of up to 25 characters (excluding prohibited characters).	No
Razem	NUMBER (7)	Amount to be paid in order to send the shipment.	Yes (for the file created by the system of Poczta Polska)
DataNadania	DATE (10)	Date of sending; date format: yyyy-mm-dd	Yes (for the file created by the system of Poczta Polska)

844 - Letter with declared value			
Field Name	Data Type and Length	Description	Required content
Symbol	NUMBER (3)	Symbol corresponding to the mail shipment belonging to the "Letter with declared value" type: 844.	Yes
Kategoria	CHAR (1)	Informs about which category the shipment belongs to: E – Economy P – Priority	Yes
Umowa	NUMBER (10)	Reference to the agreement based on which shipments are sent (idUmowyMRUMC).	No
KartaUmowy	NUMBER (10)	Reference to the Card based on which shipments are	No

		sent (idKartyMRUMR).	
Oplacenie	CHAR (1)	Symbol of the Method of Payment: N – Franking Machine K – In arrears B – Cashless X – Installment S – Internal G – Cash Q – In Advance	Yes (for the file created by the system of Poczta Polska)
PosteRestante	CHAR (1)	Informs whether the shipment is a Poste Restante shipment: T – Yes N – No	Yes
Masa	NUMBER (7)	Shipment weight; provided in grams.	No
Ilosc	NUMBER (1)	Informs about the quantity of items; default value is "1".	Yes
NrNadania	CHAR (20)	ID of the shipment.	No
DlaOciemn	CHAR (1)	Informs whether the shipment is a "Literature for the Blind" shipment: T – Yes N – No	Yes
EgzBibl	CHAR (1)	Informs whether the shipment is a "Library" shipment: T – Yes N – No	Yes
Uslugi	CHAR (11)	Additional services for the shipment: O – Delivery Confirmation Z - Return/Forwarding Request W – declared value L – as for registering	No
Wartosc	NUMBER (7)	Declared Shipment Value; expressed in PLN cents (0,01 PLN).	Yes for Uslugi = W
IloscPotwOdb	NUMBER (1)	Number of Proofs of Delivery.	No (Yes, for Uslugi = O)
Strefa	CHAR (1)	Concerns shipment format: A – format A B – format B	Yes
EPO	CHAR (1)	Informs whether the shipment is a EPO shipment; values: Z - standard R – advanced If field missing or value <> Z/R the shipment is not an EPO shipment.	No
Razem	NUMBER (7)	Amount to be paid in order to send the shipment.	Yes (for the file created by the system of Poczta Polska)
DataNadania	DATE (10)	Date of sending; date format: yyyy-mm-dd	Yes (for the file created by the system of Poczta Polska)
Wersja	NUMBER (1)	Version number of the data structure for the specified shipment. The current version number is "1".	Yes
Uwagi	CHAR (40)	[Comments field] Radom content of up to 40 characters (except for prohibited characters).	No
NrWewPrzesylki	CHAR (25)	[Internal Shipment ID field] Random content of up to 25 charcaters (excluding prohibited characters).	No
Fields linked to field group - TYP (type) = adresat (addressee) + NAZWA (NAME)			

845 - Registered Mail			
Field Name	Data Type and Length	Description	Required content
Symbol	NUMBER (3)	Symbol corresponding to the mail shipment belonging to the "Registered Mail" type: 845.	Yes
Firmowa	CHAR (1)	<p>Informes whether the shipment has the attribute "firmowa":</p> <p>T – Yes N – No</p>	Yes
Miejscowa	CHAR (1)	<p>Informes whether the shipment has the attribute "miejscowa":</p> <p>T – Yes N – No</p>	Yes
Ubezpieczona	CHAR (1)	<p>Informes whether the shipment has the attribute "insured":</p> <p>T – Yes N – No</p>	Yes
Kategoria	CHAR (1)	<p>Informes about which category the shipment belongs to:</p> <p>E – Economy P – Priority</p>	Yes
Umowa	NUMBER (10)	Reference to the agreement based on which shipments are sent (idUmowyMRUMC).	No
KartaUmowy	NUMBER (10)	Reference to the Card based on which shipments are sent (idKartyMRUMR).	No
Oplacenie	CHAR (1)	<p>Symbol of the Method of Payment:</p> <p>N – Franking Machine K – In arrears B – Cashless X – Installment S – Internal Z – Stamps F – Franking Machine at PO G – Cash Q – In Advance</p>	Yes (for the file created by the system of Poczta Polska)
PosteRestante	CHAR (1)	<p>Informes whether the shipment is a Poste Restante shipment:</p> <p>T – Yes N – No</p>	Yes
Masa	NUMBER (7)	Shipment weight; provided in grams.	No
Ilosc	NUMBER (1)	Informes about the quantity of items; default value is "1".	Yes
NrNadania	CHAR (20)	ID of the shipment.	No
DlaOciemn	CHAR (1)	<p>Informes whether the shipment is a "Literature for the Blind" shipment:</p> <p>T – Yes N – No</p>	Yes
EgzBibl	CHAR (1)	<p>Informes whether the shipment is a "Library" shipment:</p> <p>T – Yes N – No</p>	Yes
Uslugi	CHAR (11)	<p>Additional services for the shipment:</p> <p>Z – Return/forwarding request R – Registered O – Receipt Confirmation</p>	Yes
IloscPotwOdb	NUMBER (1)	Number of Proofs of Delivery.	No (Yes, for Uslugi = O)
Strefa	CHAR (1)	<p>Concerns shipment format:</p> <p>A – format A</p>	Yes

		B – format B	
EPO	CHAR (1)	<p>Informes whether the shipment is a EPO shipment; values: Z - standard R – advanced If field missing or value <> Z/R the shipment is not an EPO shipment.</p>	No
NaSpecjalnychZasadach	CHAR (1)	<p>Information about what special rules apply for the shipment; available values: A – Administrative P – Tax C – Court in Civil proceeding C – Court in Criminal proceeding</p>	No
Razem	NUMBER (7)	Amount to be paid in order to send the shipment.	Yes (for the file created by the system of Poczta Polska)
DataNadania	DATE (10)	Date of sending; date format: yyyy-mm-dd	Yes (for the file created by the system of Poczta Polska)
Wersja	NUMBER (1)	<p>Version number of the data structure for the specified shipment. The current version number is "1".</p>	Yes
Uwagi	CHAR (40)	[Comments field] Radom content of up to 40 characters (except for prohibited characters).	No
NrWewPrzesylki	CHAR (25)	[Internal Shipment ID field] Random content of up to 25 charcaters (excluding prohibited characters).	No
Fields linked to field group - TYP (type) = adresat (addressee) + NAZWA (NAME)			

846 – Postal Parcel; 846 – Postal Parcel with declared value			
Field Name	Data Type and Length	Description	Required content
Symbol	NUMBER (3)	Symbol corresponding to the mail shipment belonging to the "Postal Parcel" type: 846.	Yes
Kategoria	CHAR (1)	<p>Informes about which category the shipment belongs to: E – Economy P – Priority</p>	Yes
Umowa	NUMBER (10)	Reference to the agreement based on which shipments are sent (idUmowyMRUMC).	No
KartaUmowy	NUMBER (10)	Reference to the Card based on which shipments are sent (idKartyMRUMR).	No
Oplacenie	CHAR (1)	<p>Symbol of the Method of Payment: G – Cash N – Franking Machine K – In Arrears B – Cashless X – Installment S – Internal F – Franking Machine at PO Q – In Advance</p>	Yes (for the file created by the system of Poczta Polska)
PosteRestante	CHAR (1)	<p>Informes whether the shipment is a Poste Restante shipment: T – Yes N – No</p>	Yes
Masa	NUMBER (7)	Shipment weight; provided in grams.	No

Ilosc	NUMBER (1)	Informs about the quantity of items; default value is "1".	Yes
NrNadania	CHAR (20)	ID of the shipment.	No
DlaOciemn	CHAR (1)	Informs whether the shipment is a "Literature for the Blind" shipment; values: T – Yes N – No	Yes
EgzBibl	CHAR (1)	Informs whether the shipment is a "Library" shipment: T – Yes N – No	Yes
Uslugi	CHAR (11)	Additional services for the shipment: Z – Return/forwarding Request O – Receipt Confirmation W – Value Declaration	No
Wartosc	NUMBER (7)	Declared Shipment Value; expressed in PLN cents (0,01 PLN).	Yes, for Uslugi = W
IloscPotwOdb	NUMBER (1)	Number of Proofs of Delivery.	Yes for Uslugi = O)
Strefa	CHAR (1)	Concerns shipment format: A – format A B – format B	Yes
EPO	CHAR (1)	Informs whether the shipment is a EPO shipment; values: Z - standard R – advanced If field missing or value <> Z/R the shipment is not an EPO shipment.	No
Razem	NUMBER (7)	Amount to be paid in order to send the shipment.	Yes (for the file created by the system of Poczta Polska)
DataNadania	DATE (10)	Date of sending; date format: yyyy-mm-dd	Yes (for the file created by the system of Poczta Polska)
Wersja	NUMBER (1)	Version number of the data structure for the specified shipment. The current version number is "2".	Yes
Uwagi	CHAR (40)	[Comments field] Random content of up to 40 characters (except for prohibited characters).	No
NrWewPrzesylki	CHAR (25)	[Internal Shipment ID field] Random content of up to 25 charcaters (excluding prohibited characters).	No
Fields linked to field group - TYP (type) = dostanie (forwarding) + NAZWA (NAME)			

866 – Shipment on special conditions <i>(From July 1st sending only based on contract imported from MRUm)</i>			
Field Name	Data Type and Length	Description	Required content
Symbol	NUMBER (3)	Symbol corresponding to the mail shipment belonging to the "Shipment on special conditions" type: 866.	Yes
Kategoria	CHAR (1)	Inform about which category the shipment belongs to: E – Economy P – Priority	Yes
Umowa	NUMBER (10)	Reference to the agreement based on which shipments are sent (idUmowyMRUMC).	No
KartaUmowy	NUMBER (10)	Reference to the Card based on which shipments are sent (idKartyMRUMR).	No
Oplacenie	CHAR (1)	Symbol of the Method of Payment: G – Cash N – Franking Machine K – In Arrears B – Cashless X – Installment S – Internal F – Franking Machine at PO Q – In Advance	Yes (for the file created by the system of Poczta Polska)
PosteRestante	CHAR (1)	Inform whether the shipment is a Poste Restante shipment: T – Yes N – No	Yes
Masa	NUMBER (7)	Shipment weight; provided in grams.	No
Ilosc	NUMBER (1)	Inform about the quantity of items; default value is "1".	Yes
NrNadania	CHAR (20)	ID of the shipment.	No
Uslugi	CHAR (8)	Additional services for the shipment: W – Value Declaration O – Receipt Confirmation	No
Wartosc	NUMBER (7)	Declared Shipment Value; expressed in PLN cents (0,01 PLN).	Yes, for Uslugi = W
IloscPotwOdb	NUMBER (1)	Number of Proofs of Delivery.	Yes, for Uslugi = O
EPO	CHAR (1)	Inform whether the shipment is a EPO shipment; values: Z - standard R – advanced If field missing or value <> Z/R the shipment is not an EPO shipment.	No
Razem	NUMBER (7)	Amount to be paid in order to send the shipment.	Yes (for the file created by the system of Poczta Polska)
DataNadania	DATE (10)	Date of sending; date format: yyyy-mm-dd	Yes (for the file created by the system of Poczta Polska)
Wersja	NUMBER (1)	Version number of the data structure for the specified shipment. The current version number is "1".	Yes
Uwagi	CHAR (40)	[Comments field] Random content of up to 40 characters (except for prohibited characters).	No
NrWewPrzesylki	CHAR (25)	[Internal Shipment ID field] Random content of up to 25 charceters (excluding prohibited characters).	No

Fields linked to field group - TYP (type) = adresat (addressee) + NAZWA (NAME)

847 – Postal Parcel PLUS			
<i>(From July 1st sending only based on contract imported from MRUm)</i>			
Field Name	Data Type and Length	Description	Required content
Symbol	NUMBER (3)	Symbol corresponding to the mail shipment belonging to the "Postal Parcel PLUS" type: 847.	Yes
Kategoria	CHAR (1)	Informs about which category the shipment belongs to: E – Economy P – Priority	Yes
Umowa	NUMBER (10)	Reference to the agreement based on which shipments are sent (idUmowyMRUMC).	No
KartaUmowy	NUMBER (10)	Reference to the Card based on which shipments are sent (idKartyMRUMR).	No
Oplacenie	CHAR (1)	Symbol of the Method of Payment: G – Cash N – Franking Machine K – In Arrears B – Cashless X – Installment S – Internal F – Franking Machine at PO Q – In Advance	Yes (for the file created by the system of Poczta Polska)
PosteRestante	CHAR (1)	Informs whether the shipment is a Poste Restante shipment: T – Yes N – No	Yes
Masa	NUMBER (7)	Shipment weight; provided in grams.	No
Ilosc	NUMBER (1)	Informs about the quantity of items; default value is "1".	Yes
NrNadania	CHAR (20)	ID of the shipment.	No
Uslugi	CHAR (11)	Additional services for the shipment: Z – Return/forwarding Request W – Value Declaration O – Receipt Confirmation	No
Wartosc	NUMBER (7)	Declared Shipment Value; expressed in PLN cents (0,01 PLN).	Yes, for Uslugi = W
IloscPotwOdb	NUMBER (1)	Number of Proofs of Delivery.	Yes, for Uslugi = O
Strefa	CHAR (1)	Concerns shipment format: A – format A B – format B	Yes
EPO	CHAR (1)	Informs whether the shipment is a EPO shipment; values: Z - standard R – advanced If field missing or value <> Z/R the shipment is not an EPO shipment.	No
Razem	NUMBER (7)	Amount to be paid in order to send the shipment.	Yes (for the file created by the system of Poczta Polska)
DataNadania	DATE (10)	Date of sending; date format: yyyy-mm-dd	Yes (for the file created by the system of Poczta Polska)

Wersja	NUMBER (1)	Version number of the data structure for the specified shipment. The current version number is "1".	Yes
Uwagi	CHAR (40)	[Comments field] Random content of up to 40 characters (except for prohibited characters).	No
NrWewPrzesylki	CHAR (25)	[Internal Shipment ID field] Random content of up to 25 characters (excluding prohibited characters).	No
Fields linked to field group - TYP (type) = adresat (addressee) + NAZWA (NAME)			
Fields linked to field group - TYP (type) = dostanie (forwarding) + NAZWA (NAME)			

848 - COD Shipment

(From July 1st sending only based on contract imported from MRUM)

Field Name	Data Type and Length	Description	Required content
Symbol	NUMBER (3)	Symbol corresponding to the mail shipment belonging to the "COD Parcel" type: 848.	Yes
Kategoria	CHAR (1)	Informs about which category the shipment belongs to: E – Economy P – Priority	Yes
Umowa	NUMBER (10)	Reference to the agreement based on which shipments are sent (idUmowyMRUMC).	No
KartaUmowy	NUMBER (10)	Reference to the Card based on which shipments are sent (idKartyMRUMR).	No
Oplacenie	CHAR (1)	Symbol of the Method of Payment: G – Cash N – Franking Machine K – In Arrears B – Cashless X – Installment S – Internal Q – In Advance	Yes (for the file created by the system of Poczta Polska)
KwotaPobrania	NUMBER (7)	Amount to be collected on delivery of a COD item; in PLN cents (0,01 PLN), max 2000000.	Yes
PosteRestante	CHAR (1)	Informs whether the shipment is a Poste Restante shipment: T – Yes N – No	Yes
Masa	NUMBER (7)	Shipment weight; provided in grams.	No
Ilosc	NUMBER (1)	Informs about the quantity of items; default value is "1".	Yes
NrNadania	CHAR (20)	ID of the shipment.	No
SposobPobrania	CHAR (1)	Informs about the method of transferring the COD amount; values: P – COD to the specified address S – COD to bank account	Yes
Uslugi	CHAR (11)	Additional services for the shipment: S – Content Checking W – Value Declaring K – Fragile O – Receipt Confirmation	No
Wartosc	NUMBER (7)	Declared Shipment Value; expressed in PLN cents (0,01 PLN).	Yes, for Uslugi = W
IloscPotwOdb	NUMBER (1)	Number of Proofs of Delivery.	Yes, for Uslugi = O
Strefa	CHAR (1)	Concerns shipment format:	Yes

		A – format A B – format B	
EPO	CHAR (1)	Informes whether the shipment is a EPO shipment; values: Z - standard R – advanced If field missing or value <> Z/R the shipment is not an EPO shipment.	No
Razem	NUMBER (7)	Amount to be paid in order to send the shipment.	Yes (for the file created by the system of Poczta Polska)
DataNadania	DATE (10)	Date of sending; date format: yyyy-mm-dd	Yes (for the file created by the system of Poczta Polska)
Wersja	NUMBER (1)	Version number of the data structure for the specified shipment. The current version number is "1".	Yes
Uwagi	CHAR (40)	[Comments field] Random content of up to 40 characters (except for prohibited characters).	No
NrWewPrzesylki	CHAR (25)	[Internal Shipment ID field] Random content of up to 25 charcaters (excluding prohibited characters).	No
Fields linked to field group - TYP (type) = adresat (addressee) + NAZWA (NAME)			

849 – Sample of Goods

Field Name	Data Type and Length	Description	Required content
Symbol	NUMBER (3)	Symbol corresponding to the mail shipment belonging to the "Sample of Goods" type: 849.	Yes
Umowa	NUMBER (10)	Reference to the agreement based on which shipments are sent (idUmowyMRUMC).	No
KartaUmowy	NUMBER (10)	Reference to the Card based on which shipments are sent (idKartyMRUMR).	No
Oplacenie	CHAR (1)	Symbol of the Method of Payment: G – Cash N – Franking Machine K – In Arrears B – Cashless X – Installment S – Internal Q – In Advance	Yes (for the file created by the system of Poczta Polska)
Strefa	CHAR (1)	Delivery deadline: S – Standard U – Contractual	Yes
Masa	NUMBER (7)	Shipment weight; provided in grams.	No
Ilosc			
PunktyDorecz	NUMBER (3)	Quantity of delivery points checked.	No
Placowki	NUMBER (4)	Quantity of delivering offices.	No
Pakiety	NUMBER (7)	Quantity of Packets.	No
Uslugi	CHAR (11)	Additional activities for the shipment: T - Unaddressed printed matter delivery service report J - delivery check in areas of dense settlements G - delivery check on one street D - delivery check in areas of sparse settlements	No
Razem	NUMBER (7)	Amount to be paid in order to send the shipment.	Yes (for the file created by the system of Poczta Polska)

DataNadania	DATE (10)	Date of sending; date format: yyyy-mm-dd	Yes (for the file created by the system of Poczta Polska)
Wersja	NUMBER (1)	Version number of the data structure for the specified shipment. The current version number is "1".	Yes
Uwagi	CHAR (40)	[Comments field] Random content of up to 40 characters (except for prohibited characters).	No
NrWewPrzesylki	CHAR (25)	[Internal Shipment ID field] Random content of up to 25 characters (excluding prohibited characters).	No

850 – E-PRZESYŁKA

(From July 1st sending only based on contract imported from MRUM)

Field Name	Data Type and Length	Description	Required content
Symbol	NUMBER (3)	Symbol corresponding to the mail shipment belonging to the "E-PRZESYŁKA" type: 850.	Yes
Umowa	NUMBER (10)	Reference to the agreement based on which shipments are sent (idUmowyMRUMC).	No
KartaUmowy	NUMBER (10)	Reference to the Card based on which shipments are sent (idKartyMRUMR).	No
Oplacenie	CHAR (1)	Symbol of the Method of Payment: G – Cash N – Franking Machine K – In Arrears B – Cashless X – Installment Q – In Advance	Yes (for the file created by the system of Poczta Polska)
SposobPobrania	CHAR (1)	Informs about the method of transferring the COD amount for E-PRZESYŁKA; values: T – Standard P – COD to the specified address S – COD to bank account	No, Yes If left blank, it is assumed that "T" was chosen
KwotaPobrania	NUMBER (7)	Amount to be collected at delivery of e-przesyłka, expressed in PLN cents	Yes for SposobPobrania = P or S
Masa	NUMBER (7)	Shipment weight; provided in grams.	No
Ilosc	NUMBER (1)	Informs about the quantity of items; default value is "1".	Yes
NrNadania	CHAR (20)	ID of the shipment.	No
SposobPowiadomieniaAdresata	CHAR (1)	Form of Addressee notification: M - SMS E – E-mail	Yes
KontaktAdresata	CHAR (50)	Mobile phone number or e-mail address.	Yes
KodUP	NUMBER (5)	Postcode of the Post Office handing over the shipment	Yes
MiejscowoscUP	CHAR (30)	Name of the Post Office handing over the shipment	Yes
Uslugi	CHAR (11)	Additional services for the shipment: S – Content Checking W – Value Declaring K – Fragile O – Handing Over /Return Confirmation	No
Wartosc	NUMBER (7)	Declared Shipment Value; expressed in PLN cents (0,01 PLN).	Yes, for Uslugi = W
SposobPowiadomieniaNadawcy	CHAR (1)	Form of transferring to Sender the Handing Over /Return Confirmation	Yes, for Uslugi = O

		M - SMS E – E-mail	
KontaktNadawcy	CHAR (50)	Mobile phone number or e-mail address.	Yes, for SposobPowiadomieniaNadawcy = M or E
Razem	NUMBER (7)	Amount to be paid in order to send the shipment.	Yes (for the file created by the system of Poczta Polska)
DataNadania	DATE (10)	Date of sending; date format: yyyy-mm-dd	Yes (for the file created by the system of Poczta Polska)
Wersja	NUMBER (1)	Version number of the data structure for the specified shipment. The current version number is "1".	Yes
Uwagi	CHAR (40)	[Comments field] Random content of up to 40 characters (except for prohibited characters).	No
NrWewPrzesylki	CHAR (25)	[Internal Shipment ID field] Random content of up to 25 characters (excluding prohibited characters).	No
Fields linked to field group - TYP (type) = adresat (addressee) + NAZWA (NAME)			

852 - Business Shipment

Field Name	Data Type and Length	Description	Required content
Symbol	NUMBER (3)	Symbol corresponding to the mail shipment belonging to the "Business Shipment" type: 852.	Yes
Umowa	NUMBER (10)	Reference to the agreement based on which shipments are sent (idUmowyMRUMC).	Yes
KartaUmowy	NUMBER (10)	Reference to the Card based on which shipments are sent (idKartyMRUMR).	No
Oplacenie	CHAR (1)	Symbol of the Method of Payment for Business Shipment: K – In Arrears B – Cashless Q – In Advance	Yes (for the file created by the system of Poczta Polska)
SposobPobrania	CHAR (1)	Informs about the type of business shipment; values: T – Standard S – COD to bank account	Yes
KwotaPobrania	NUMBER (7)	Amount to be collected at delivery of Business Shipment, in PLN cents.	Yes, for SposobPobrania = S
Masa	NUMBER (7)	Shipment weight; provided in grams.	Yes, for Usługi = W
Strefa	CHAR (3)	Concerns shipment format of the Business Shipment: XS – format XS S – format S M – format M L – format L XXL – format XXL	Yes
Ilosc	NUMBER (1)	Informs about the quantity of items; default value is "1".	Yes
NrNadania	CHAR (20)	ID of the shipment.	Yes
SposobPowiadomieniaAdresata	CHAR (1)	Form of Addressee notification: M – SMS	Yes, if field PniUP <> null

KontaktAdresata	NUMBER (9)	Mobile phone number.	Yes, if field SposobPowiadomieniaAdresata <> null
Uslugi	CHAR (11)	Additional services for the shipment: S – Content Checking W – Value Declaring K – Fragile	No (S – available only for SposobPobrania=S)
Wartosc	NUMBER (7)	Declared Shipment Value; expressed in PLN cents (0,01 PLN).	Yes, for Uslugi = W)
WieloPaczkaGuid	NUMBER (38)	A unique identifier that connects all shipments under multi-parcel consignment. (each set of packages should have a common but unique GUID within the file). Minimum quantity of shipments with the same GUID is 5	No
WieloPaczkaNumer	NUMBER (4)	Serial number of the next parcel in the Multiparcel Service	No, Yes, if WieloPaczkaGuid parameter is present
Nrb	CHAR (26)	Bank account number for transferring the COD amount	No
PrzelewTytul	CHAR (30)	Transfer Title	No
PniUP	NUMBER (7)	Pni (as per EJP) of the PO handing over the shipment	No Not present, if field WieloPaczkaGuid is populated
DataNadania	DATE (10)	Date of sending; date format: yyyy-mm-dd	Yes (for the file created by the system of Poczta Polska)
Wersja	NUMBER (1)	Version number of the data structure for the specified shipment. The current version number is "1".	Yes
UbezpieczenieOpcja	CHAR (3)	Selected insurance option based on contract. The MRUm system contains insurance option symbols for every service with insurance. A – for 831 [EMS international] B – for 832 [Pocztex-N express] C – for 832 [Pocztex-N courier] D – for 852 [Business Shipment] Currently all symbols concern the „Standard” option. All available insurance option symbols are provided with the agreement.	Yes,For Uslugi = U
UbezpieczenieKwota	NUMBER (9)	Maximum value of insurance for a particular insurance option or insurance value entered manually.	Yes,For Uslugi = U
Uwagi	CHAR (40)	[Comments field] Random content of up to 40 characters (except for prohibited characters).	No
NrWewPrzesylki	CHAR (25)	[Internal Shipment ID field] Random content of up to 25 charcaters (excluding prohibited characters).	No
<p>Fields linked to field group - TYP (type) = adresat (addressee) + NAZWA (NAME)</p> <p>Multi-parcel context may occur for Business Shipments (min 5 items in the group, characterized by the same address of the addressee) therefore only one shipment from a particular Sender will have the address of the recipient. By default other items within sent by the same Sender will have the same address of the recipient.</p>			

Shipment Parameters - INTERNATIONAL

831 – EMS International			
Field Name	Data Type and Length	Description	Required content
Symbol	NUMBER (3)	Symbol corresponding to the mail shipment belonging to the "EMS" type: 831.	Yes
Umowa	NUMBER (10)	Reference to the agreement based on which shipments are sent (idUmowyMRUMC).	No
KartaUmowy	NUMBER (10)	Reference to the Card based on which shipments are sent (idKartyMRUMR).	No
Oplacenie	CHAR (1)	Symbol of the Method of Payment: G – Cash N – Franking Machine K – In Arrears B – Cashless X – Installment Q – In Advance	Yes (for the file created by the system of Poczta Polska)
Typ	CHAR (1)	Shipment type, values: Z – standard X – dokument pack Y – kilo pack	Yes
Masa	NUMBER (7)	Shipment weight; provided in grams.	No
Ilosc	NUMBER (1)	Informs about the quantity of items; default value is "1".	Yes
NrNadania	CHAR (13)	ID of the shipment.	No
Kraj	CHAR (40)	Name of the country of destination	Yes
Strefa	CHAR (3)	The price category corresponding to the country of destination.	Yes
Razem	NUMBER (7)	Amount to be paid in order to send the shipment.	Yes (for the file created by the system of Poczta Polska)
DataNadania	DATE (10)	Date of sending; date format: yyyy-mm-dd	Yes (for the file created by the system of Poczta Polska)
Wersja	NUMBER (1)	Version number of the data structure for the specified shipment. The current version number is "1".	Yes
Uslugi	CHAR (11)	Additional services for the shipment: U – Insurance	No
UbezpieczenieOpcja	CHAR (3)	Selected insurance option based on contract. The MRUM system contains insurance option symbols for every service with insurance. A – for 831 [EMS international] B – for 832 [Pocztex-N express] C – for 832 [Pocztex-N courier] D – for 852 [Business Shipment] Currently all symbols concern the „Standard” option. All available insurance option symbols are provided with the agreement.	Yes, For Usługi = U
UbezpieczenieKwota	NUMBER (9)	Maximum value of insurance for a particular insurance option or insurance value entered manually.	Yes, For Usługi = U
Uwagi	CHAR (40)	[Comments field] Random content of up to 40 characters (except for prohibited characters).	No
NrWewPrzesylki	CHAR (25)	[Internal Shipment ID field] Random content of up to 25 characters (excluding prohibited characters).	No

Fields linked to field group - TYP (type) = adresat (addressee) + NAZWA (NAME)

869 – Prioryty PLUS			
Field name	Data type and length	Field description	Requirement
Symbol	NUMBER (3)	Symbol corresponding consignment which belong to type: „Priorytet PLUS”: 869	Yes
Kategoria	CHAR (1)	Consignment category information: P – priorytetowa (always)	Yes
Umowa	NUMBER(10)	Consignments contract indication (idUmowyMRUMC).	No
KartaUmowy	NUMBER(10)	Card indication (idKartyMRUMR).	No
Oplacenie	CHAR (1)	Payment type indication:: G – Cash N – Franking K – Down B – No cash X – Prepaid S – Business Z – Stamps F – PO Franking Q – In advance	Yes (for file created by Poczta Polska's systemj)
Posterestante	CHAR (1)	Informes whether consignment is sent as Poste Restante T – Yes N – No	Yes
Kraj	CHAR (40)	Consignment's country of destination	Yes
Masa	NUMBER (7)	Consignment's weight in grams	No
Ilosc	NUMBER (1)	Consignment count, default „1”	Yes
NrNadania	CHAR (13)	Posting number assigned to a consignment	No
Uslugi	CHAR (11)	Complimentary services active for a specific consignment: R – register D – delivery/return receipt U - insurance	YES (for service = R)
UbezpieczenieOpcja	CHAR (3)	Insurance option: S – standard P – items of value	Yes, for service=U
UbezpieczenieKwota	NUMBER (9)	Insurance value as top value of a chosen insurance range or insurance value entered manually	Yes, for service =U
Razem	NUMBER (7)	Amount required to post a consignment	Yes (for a file created in Poczta Polska's system)
Datanadania	DATE (10)	Posting date in format: rrrr-mm-dd	Yes (for a file created in Poczta Polska's system)
Zawartosc	CHAR(1)	K – correspondence P – remaining	Yes
Wersja	NUMBER (1)	data structure version number for a specific consignment type. Current version number is „1”	Yes
Uwagi	CHAR (40)	Any content up to 40 characters (no restricted characters allowed)	No
NrWewPrzesylki	CHAR (25)	Any content up to 25 characters (no restricted characters allowed zastrzeżonych).	No
Fields related to field group – TYPE = adresse + NAME			

**870 – Unregistered Letter; 872 – Printed Matter, Periodicals; 874 – M Bag;
875 – Literature for the Blind**

Field Name	Data Type and Length	Description	Required content
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Symbol	NUMBER (3)	Symbol corresponding to the mail shipment belonging to: "Unregistered Letter": 847 "Printed Matter, Periodicals": 872 "M Bag": 874 "Literature for the Blind": 875.	Yes
Kategoria	CHAR (1)	Informes about which category the shipment belongs to: E – Economy P – Priority	Yes
Umowa	NUMBER (10)	Reference to the agreement based on which shipments are sent (idUmowyMRUMC).	No
KartaUmowy	NUMBER (10)	Reference to the Card based on which shipments are sent (idKartyMRUMR).	No
Oplacenie	CHAR (1)	Symbol of the Method of Payment: G – Cash N – Franking Machine K – In Arrears B – Cashless X – Installment S – Internal Z – Stamps F – Franking Machine at PO Q – In Advance	Yes (for the file created by the system of Poczta Polska)
Posterestante	CHAR (1)	Informes whether the shipment is a Poste Restante shipment: T – Yes N – No	Yes
Kraj	CHAR (40)	Name of the country of destination	Yes
Masa	NUMBER (7)	Shipment weight; provided in grams.	No
Ilosc	NUMBER (1)	Informes about the quantity of items; default value is "1".	Yes
NrNadania	CHAR (13)	ID of the shipment.	No
Uslugi	CHAR (11)	Additional services for the shipment: R – Registered O – Receipt Confirmation E – Express	No (if Uslugi = O, then Uslugi = R is also selected)
Iloscpotwodb	NUMBER (1)	Number of Proofs of Delivery.	Yes for Uslugi = O)
Razem	NUMBER (7)	Amount to be paid in order to send the shipment.	Yes (for the file created by the system of Poczta Polska)
Datanadania	DATE (10)	Date of sending; date format: yyyy-mm-dd	Yes (for the file created by the system of Poczta Polska)
Wersja	NUMBER (1)	Version number of the data structure for the specified shipment. The current version number is "1".	Yes
Uwagi	CHAR (40)	[Comments field] Radom content of up to 40 characters (except for prohibited characters).	No
NrWewPrzesylki	CHAR (25)	[Internal Shipment ID field] Radom content of up to 25 charcaters (excluding prohibited characters).	No
Fields linked to field group - TYP (type) = adresat (addressee) + NAZWA (NAME)			

877 – Letter with declared value; 879 – Printed Matter, Periodicals with declared value; 880 – M Bag with declared value; 881 – Literature for the Blind with declared value

Field Name	Data Type and Length	Description	Required content
Symbol	NUMBER (3)	Symbol corresponding to the mail shipment belonging to: Letter with declared Value: 877 Printed Matter, Periodicals with declared value. Value: 879 M Bag with declared Value: 880 Literature for the Blind with declared Value: 881.	Yes
Kategoria	CHAR (1)	Inform about which category the shipment belongs to: E – Economy P – Priority	Yes
Umowa	NUMBER (10)	Reference to the agreement based on which shipments are sent (idUmowyMRUMC).	No
KartaUmowy	NUMBER (10)	Reference to the Card based on which shipments are sent (idKartyMRUMR).	No
Oplacenie	CHAR (1)	Symbol of the Method of Payment: G – Cash N – Franking Machine K – In Arrears B – Cashless X – Installment S – Internal Q – In Advance	Yes (for the file created by the system of Poczta Polska)
Posterestante	CHAR (1)	Inform whether the shipment is a Poste Restante shipment: T – Yes N – No	Yes
Kraj	CHAR (40)	Name of the country of destination	Yes
Masa	NUMBER (7)	Shipment weight; provided in grams.	No
Ilosc	NUMBER (1)	Inform about the quantity of items; default value is "1".	Yes
Wartosc	NUMBER (7)	Declared Shipment Value; expressed in PLN cents (0,01 PLN).	Yes
NrNadania	CHAR (13)	ID of the shipment.	No
Uslugi	CHAR (11)	Additional services for the shipment: O – Receipt Confirmation W – Value Declaration L – As for Registration E – Express	Yes (Uslugi = W and Uslugi = L by default)
IloscPotwOdb	NUMBER (1)	Number of Proofs of Delivery.	Yes for Uslugi = O)
Razem	NUMBER (7)	Amount to be paid in order to send the shipment.	Yes (for the file created by the system of Poczta Polska)
DataNadania	DATE (10)	Date of sending; date format: yyyy-mm-dd	Yes (for the file created by the system of Poczta Polska)
Wersja	NUMBER (1)	Version number of the data structure for the specified shipment. The current version number is "1".	Yes
Fields linked to field group - TYP (type) = adresat (addressee) + NAZWA (NAME)			

878 – Postal Parcel

Field Name	Data Type and	Description	Required content
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	Length		
Symbol	NUMBER (3)	Symbol corresponding to the mail shipment belonging to the "Postal Parcel" type: 878.	Yes
Kategoria	CHAR (1)	Informs about which category the shipment belongs to: E – Economy P – Priority	Yes
Umowa	NUMBER (10)	Reference to the agreement based on which shipments are sent (idUmowyMRUMC).	No
KartaUmowy	NUMBER (10)	Reference to the Card based on which shipments are sent (idKartyMRUMR).	No
Oplacenie	CHAR (1)	Symbol of the Method of Payment: G – Cash N – Franking Machine K – In Arrears B – Cashless X – Installment S – Internal F – Franking Machine at PO C – Consignment Q – In Advance	Yes (for the file created by the system of Poczta Polska)
PosteRestante	CHAR (1)	Informs whether the shipment is a Poste Restante shipment: T – Yes N – No	Yes
Masa	NUMBER (7)	Shipment weight; provided in grams.	No
Ilosc	NUMBER (1)	Informs about the quantity of items; default value is "1".	Yes
Wartosc	NUMBER (7)	Declared Shipment Value; expressed in PLN cents (0,01 PLN).	No
Kraj	CHAR (40)	Name of the country of destination	Yes
NrNadania	CHAR (13)	ID of the shipment.	No
Uslugi	CHAR (11)	Additional services for the shipment: W – Value Declaration U – Difficult Handling O – Receipt Confirmation	No
IloscPotwOdb	NUMBER (1)	Number of Proofs of Delivery.	Yes for Uslugi = O)
Razem	NUMBER (7)	Amount to be paid in order to send the shipment.	Yes (for the file created by the system of Poczta Polska)
DataNadania	DATE (10)	Date of sending; date format: yyyy-mm-dd	Yes (for the file created by the system of Poczta Polska)
Wersja	NUMBER (1)	Version number of the data structure for the specified shipment. The current version number is "1".	Yes
Uwagi	CHAR (40)	[Comments field] Random content of up to 40 characters (except for prohibited characters).	No
NrWewPrzesylki	CHAR (25)	[Internal Shipment ID field] Random content of up to 25 characters (excluding prohibited characters).	No
Fields linked to field group - TYP (type) = adresat (addressee) + NAZWA (NAME)			

Remarks:

- all weights are provided in grams.
- all amounts are provided in grosh.
- additional services are presented as a string containing service symbols.

- d) Polish postcode is provided without the separation dash (-).
- e) if the field "Umowa" is blank, it means items are shipped without a contract "bez Umowy".

5. "Items sent" File

It is an XML file generated by the system of Poczta Polska, which is intended for the system of the Client of Poczta Polska. The file contains the definitions of the mail items in the form in which they are finally adopted to be sent at the Postal facility / Post Office.

Information on "items sent" contained in return file, is enhanced by fields showing the amount paid for each shipment and the date of posting.

Name of the field (the fields listed are always present in the file)	Typ	Opis	Required content
Nadawca	Rekord	Information about the document/file.	Yes
Struktura	CHAR (3)	The structure version number based on which the XML file containing the definitions of postal items was created. The version number is set by the system architects. Currently it is 1.6	Yes
Nazwa	CHAR (60)	Name of the Sender (entity the file with items to be shipped is generated for).	Yes
NazwaSkrcona	CHAR (10)	The Sender short name.	Yes
Ulica	CHAR (35)	Street name of the Sender.	No
Dom	CHAR (11)	House number of the Sender.	Yes
Lokal	CHAR (11)	Suite / apartment number of the Sender.	No
Miejscowosc	CHAR (30)	Sender location.	Yes
Kod	NUMBER (5)	Postcode.	Yes
NIP	NUMBER (10)	Sender Tax ID (NIP) number.	Yes
Zrodlo	CHAR	Information about the system generating the file with postal items to be shipped. For postal items exported from the system of Poczta Polska the value of the field is "POCZTA" (Post).	Yes
Guid	CHAR	Globally Unique Identifier Shipment Unique ID.	Yes
Zbior	Rekord	Information about the batch grouping postal items to be shipped.	Yes
Nazwa	CHAR (13)	Name of the batch, as generated by the system; format: dd-mm-yyyy\serial number	Yes
DataUtworzenia	DATETIME (19)	Date and time of the batch creation; format: yyyy-mm-ddThh:mm:ss	Yes
Opis	CHAR (30)	Free description, as created for the batch of items.	No
IloscPrzesylek	NUMBER (7)	Number of shipment present in the batch.	Yes
Guid	CHAR	Globally Unique Identifier Shipment Unique ID.	Yes

Przesyłka	Rekord	Information about a single shipment in the batch.	Yes
Guid	CHAR	Globally Unique Identifier Shipment Unique ID.	Yes
Atrybut	Rekord	Information about the attribute of the shipment.	Yes
Typ	CHAR	It may have the value "Adresat" (Addressee), blank (NULL), or "Oplata" (Postage Fee)	Yes
Nazwa	CHAR	It has different values, which are dependent on the type of shipment and values for the field "Typ" (type).	Yes

If the TYP field have the value "Oplata" (Postage Fee) then NAZWA field receives the following values:

Name of the field (fields are always present in the file)	Typ	Opis	Required content
Razem	NUMBER	The total amount to be paid by the Sender in connection with sending the mail item.	Yes
Pobranie	NUMBER	Currently, due to changes in the way we handle mail item 832 and the need to leave the XSD unchanged, the "Pobranie" field is present, but has a value of "0".	No; Yes for 832

Field group TYP[Oplata] + NAZWA appears for different types of shipments.

6. XSD Schema

The exchange of information on mail items "to be shipped" and "sent" between SP2000 system and systems of the Client of Poczta Polska, shall be made in accordance with the following XSD schema.



NadawcaII.xsd

Prohibited characters should be replaced by appropriate codes (in order to avoid data import errors).

Prohibited character	Allowed code for XML
&	&
”	"
<	<
>	>
‘	'

Notice:

Due to SP2000 requirements ” character (double apostrophe) should be coded the same way as ‘ character (single apostrophe).

7. File Name

The information on mail items, as described in this document, shall be recorded in the form of XML file; the file name should be compatible with the specific pattern:

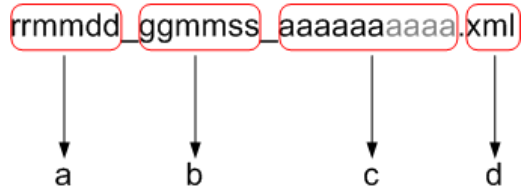


Figure 2. File naming convention.

- a - file creation date, where yy - year, mm month, dd - day
- b - file creation time, where hh - hour, mm - minutes, ss - seconds
- c - Shortened name identifying the Client; min 6 characters max 10 characters
- d - File extension

Parts "a", "b" and "c" are connected by underscore character "_".

Example:

090706_111557_kwiatek.xml where

- 090706 – means: 2009, July, 9 - as file creation date
- 111557 - Indicates the time 11:15 and 57 seconds (file creation time)
- kwiatek – a string of characters corresponding to Client's short name (e.g. „Kwiatek” grocery shop)

8. Change History

DATE	AUTHOR	CHANGES
19-04-2010	Krzysztof Bartyś	Document creation.
26-04-2010	Krzysztof Bartyś	Document modification: <ul style="list-style-type: none"> ○ On page 6, for fields Dom and Lokal the length of these fields was changed from 5 to 11 characters. ○ On page 7, for fields Dom and Lokal the length of these fields was changed from 5 to 11 characters. ○ Removed no longer offered types of Pocztex items: X - 0.5 kilo pack, Y - kilo pack, M - maxi pack 50 ○ For item 814 - railway station shipment the field NrNadania definition was extended to CHAR(20). ○ For 842 - advertising item, for field "Oplacenie", the length of the field was changed from CHAR(25) to CHAR(1) ○ For 850 - E-PRZESYŁKA item, for field "Nadawca", the length of the field was changed from CHAR(1) to CHAR(8) ○ From the definition of items: 839, 840, 841, 842 and 843 references to address data fields of the recipient have been removed ○ On page 31, for fields Dom and Lokal the length of these fields was changed from 5 to 11 characters.
28-04-2010	Krzysztof Bartyś	Added Section "7. File Name". On page 6, in paragraph 4, in the section "Zbior" for the field "Nazwa" - revised description for serial number (lp in PL).
13-05-2010	Krzysztof Bartyś	The length of field "Ulica" was changed to CHAR(35) and the required filed state was set to "No".
12-10-2010	Krzysztof Bartyś	New version of the document related to a more detailed description of the NazwaSkrocona field.
02-12-2010	Krzysztof Bartyś	New version of the document due to the revision of the document content: in 812 – deleted repeated UK=N; in 843 – field length change; 850 - change of symbol values for "SposobPobrania" field: S - COD to bank account, P - COD to the specified address.
23-12-2010	Krzysztof Bartyś	Extension of the scope of data for forwarding address information, for shipments 846 and 847.
17-02-2011	Krzysztof Bartyś	Change of length for field "Uslugi" (Services) from 8 to 11 characters for all types of mail where the field occurs. Change of the description of additional services "P" and "G" for shipment 812.
18-03-2011	Krzysztof Bartyś	Document updated with the description of field "Razem" (Total) - a field of "Oplata" (Postage Fee) type (p. 8).
24-05-2011	Krzysztof Bartyś	Changed the symbols for field "SposobPobrania": (a) "S" was changed to "P" (b) "P" was changed to "S"
01-07-2011	Krzysztof Bartyś	"Nadawca" field added for shipment 844. Changed the description of field "SposobPobrania" for shipment 812.
01-09-2011	Krzysztof Bartyś	For shipment 844, for the "Value" field: added description, data type, field length and required status.

12-09-2011	Krzysztof Bartyś	New postal services added: 852 - Business Shipment and 851 - Gabarytowa Shipment.
10-10-2011	Krzysztof Bartyś	A final version of data exchange for shipment 852 (approved via email by T. Kobylinski, dated 10.10.2011).
16-11-2011	Krzysztof Bartyś	Required field status change for NrNadania from "no" to "yes". In Section 6, a current file "nadawcami.XSD" was entered
17-11-2011	Krzysztof Bartyś	For shipment 852, for the field "KontaktAdresata" type and length of the field has been changed from "CHAR (50) " to "NUMBER (9) ".
17-11-2011	Alicja Karczewska	Fields added: a) FormaPowiadomieniaNadawcy b) KontaktPowiadomieniaNadawcy c) FormaPowiadomieniaAdresata d) KontaktPowiadomieniaAdresata e) KontaktPotwDorecz
07-12-2011	Krzysztof Bartyś	Removed description fields for shipment 814-Railway Station Shipment. Changed column description "required content for fields: SposobPowiadomieniaAdresata and KontaktAdresata.
04-04-2012	Krzysztof Bartyś	Updated the document with a list of fields for shipment 832.
13-07-2012	Krzysztof Bartyś	Added UiszczzaOplate field for shipment 832.
17-07-2012	Krzysztof Bartyś	Fields removed for shipment 812
30-08-2012	Krzysztof Bartyś	Additional service symbol change for shipment 832 from "C" to "K"
02-10-2012	Krzysztof Bartyś	For items 840, 845 fields added: FIRMOWA, LOKALNA, UBEZPIECZONA.
05-10-2012	Krzysztof Bartyś	Xsd Schema updated in Section 6. UBEZPIECZONA field deleted from item 840.
30-10-2012	Krzysztof Bartyś	For item 832: - Field SposobDoreczDok deleted - Field SposobZwrotuDokumentow added - Field RodzajList deleted *.xsd Schema updated in Section 6.
31-10-2012	Krzysztof Bartyś	Description change in column "Required" for the "Code" field in the section describing the address of the addressee.
09-11-2012	Krzysztof Bartyś	For shipments 840 and 845, field name change from "Lokalna" to "Miejscowa". Xsd Schema updated in Section 6.
15-01-2013	Krzysztof Bartyś	Changes in the document: o "EPO" field added for shipments 832, 848, 844, 845, 846, 847 o "NaSpecjalnychZasadach" field added to item 845 o Nadawcall.xsd (Section 6) Schema update.
06-07-2013	Krzysztof Bartyś	Changes in the document: o EPO field removed from item 832 o EPO field added to item 866
26-02-2013	Krzysztof Bartyś	Dla przesyłek 847, 848, 850, 866 dodano informację o tym, że od

		1 lipca wspomniane przesyłki można będzie nadać tylko na podstawie umowy zaimportowanej z MRUm.
01-03-2013	Krzysztof Bartyś	New fields <Uwagi> <NrWewPrzesylki> added for each shipment (in section 4. Plik „Przesyłki do nadania”). Information on prohibited characters added (in Section 4. xsd Schema). New Schema Nadawcami.xsd added.
15-03-2013	Krzysztof Bartyś	For shipment 878, added UK=E
20-03-2013	Alicja Karczewska	New description and size for fields: „UbezpieczenieOpcja” „UbezpieczenieKwota” More detailed description of field Ilość for registered shipments
24-05-2013	Krzysztof Bartyś	New field description for shipments allowing EPO: Information about the type of EPO shipment; available options: Z – standard R – advanced
20-06-2013	Krzysztof Bartyś	xsd schema update.
28-06-2013	Krzysztof Bartyś	xsd schema update
16-07-2013	Krzysztof Bartyś	Document update.
02-08-2013	Krzysztof Bartyś	„Dom” field is now required in the sender data section (in shipments to be sent file). Xsd schema file updated.
16-09-2013	Alicja Karczewska	Description change for field „UbezpieczenieOpcja” for shipments: 831, 832, 852.
23-09-2013	Krzysztof Bartyś	New version of the document: 1.12.01 due to new shipment types: „833 – Postal Service” i „834 – Pocztex Service”.
04-10-2013	Krzysztof Bartyś	Document update.
09-10-2013	Krzysztof Bartyś	Service exclusion „W” and „U” for shipments 823, 833, 834.
14-10-2013	Krzysztof Bartyś	Document update.
17-10-2013	Krzysztof Bartyś	Changes in field definitions for shipment 834: TerminDlaZwrotuDok, TerminPotwOdb
22-10-2013	Krzysztof Bartyś	Symbol change for shipment 833: “E” instead of “PE” in fields: <ul style="list-style-type: none"> • SposobPotwOdb • SposobZwrotuDokumentow
08-11-2013	Krzysztof Bartyś	For shipment 833 deleting UK=J.
12-11-2013	Krzysztof Bartyś	For shipment 833 UK=E is available only if Termin-PE.
28-11-2013	Krzysztof Bartyś	Streamlining the description of insurance symbols for shipments 831, 832, 833, 834 i 852.
30-04-2014	Magdalena Kwiatek	Added shipment definitions Prioryty PLUS 869