



Shipment packing and labelling manual

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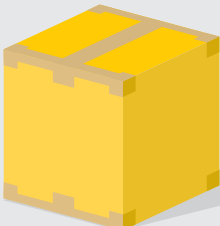


MojPaket – for all types of shipments

This manual provides basic guidance on **MojPaket** shipments (MojPaket Mini, MojPaket Midi, MojPaket Midi multiple items, MojPaket Maxi and MojPaket Maxi multiple items) and the additional services you can choose for each type of shipment. The manual also provides instructions for packing and labelling shipments (preparing accompanying and acceptance documents to be enclosed when posting a shipment), and the additional services matrix shows which additional services are available for each type of shipment.

Size and weight

When posting a shipment, senders can choose from the following services depending on its size and weight:





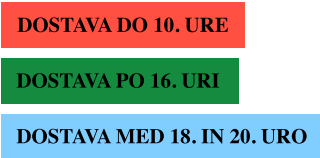


TYPES OF SHIPMENTS	Minimum size (l × w × h)	Maximum size (l × w × h)	Combined girth (l + 2 × w + 2 × h)	Maximum weight	Note
					
MojPaket Mini	16 x 11 x 2 cm*	40 x 30 x 15 cm	–	0,5 kg	–
					
MojPaket Midi	16 x 11 x 2 cm*	120 x 60 x 60 cm	≤ 360 cm	31,5 kg	If the longest side exceeds 120 cm, the combined girth cannot exceed 360 cm; and the longest side cannot exceed 160 cm.
					
MojPaket Maxi	16 x 11 x 2 cm**	–	≤ 600 cm	1.000 kg	The longest side (l) cannot exceed 250 cm and its height (h) cannot exceed 180 cm**.

*Where a large-format (A5) waybill is used, the top face of the parcel must be large enough to allow the waybill to be affixed without extending over the edge of the parcel.


**If the goods are loaded on a pallet, the total height measured from the ground (pallet and contents) is used.

Additional services

When posting a given type of shipment, you can choose from the following additional services according to the additional services matrix:

Code	Service	Additional service label on the waybill
ODK	<p>Cash on delivery</p> <p>The item will be delivered to the addressee against advance payment of the COD amount. The sender must specify the COD amount on the waybill. The sender must include a duly completed payment document with the item (UPN QR form – a sample completed form is provided below).</p>	
VPL PG	<p>Contract commission</p> <p>The cost of commission for the payment document attached to the shipment with the service <i>Cash on delivery</i> will be borne by the sender. This means that only the COD amount will be collected from the addressee.</p>	
ODKBN	<p>Cash on delivery without payment document</p> <p>The item will be delivered to the addressee against advance payment of the COD amount; no payment document is included with the shipment. The sender must specify the COD amount on the waybill. The COD amounts are paid to the sender on an aggregated basis as agreed in the contract (e.g. daily, weekly, monthly).</p>	
AR	<p>Advice of receipt</p> <p>The shipment will be delivered to the addressee against signature of a special <i>Advice of Receipt</i> form, which will be returned to the sender as an ordinary letter after the shipment has been delivered. The <i>Advice of Receipt</i> is completed by the sender and posted together with the item (affixed to the item).</p>	
RMA	<p>Manual handling</p> <p>Service must be marked on shipment that is irregular (sharp, protruding parts) or cylindrical (tubes), or if the shipment contains liquids or loose substances.</p>	
DO10.URE PO16.URI D.18-20.U	<p>Time of delivery*</p> <p>The sender can select the approximate time of delivery for specific delivery areas (Annex 1):</p> <ul style="list-style-type: none"> • Delivery by 10 am • Delivery after 4 pm • Delivery between 6 pm and 8 pm – Ljubljana 	
PPN	<p>Postage paid by addressee</p> <p>Postage for delivery of the shipment is paid by the addressee.</p>	
DOB eDOB	<p>Delivery note, eDelivery note</p> <p>The addressee/recipient acknowledges receipt of the shipment by signing the delivery note attached to the shipment; the signed delivery note will be returned to the sender. The sender must affix the delivery note to the shipment (we recommend placing it in a document pouch). Also provided in paperless form (service eDelivery note).</p>	

*The service is only provided during weekdays, i.e. from Monday to Friday.

Code	Service	Additional service label on the waybill
POD ePOD PODL	<p>Document signature, eDocument signature</p> <p>The addressee also acknowledges receipt of the shipment by signing the document enclosed with the shipment; the addressee must present an identity document upon service, and the information is verified/recorded; the signed/completed document will be returned to the sender. The sender must affix the document to the shipment (we recommend placing it in a document pouch).</p> <p>Also provided in paperless form (service eDocument signature (ePOD) or service Document signature - Leanpay (PODL)).</p>	

“DVS”

Delivery with carriage

The parcel will be delivered to the place specified by the addressee (e.g. a specific room in the addressee’s home or business premises). To make it easier to organise the delivery and ensure a successful delivery, please include the addressee’s telephone number on the waybill.

Before ordering, explain to the addressee that the delivery will be made if the delivery route is safe and unhindered access is possible. The service will not be provided if access is difficult and there is a consequent risk of injury to staff and/or damage to the goods and/or the building or its interior (e.g. walking on narrow, steep, winding stairs, narrow corridors, etc.).

“D+1”

Next day guaranteed delivery*

The shipment will be delivered to the addressee on the next business day after acceptance.

“ORB”

Removal of goods subject to a complaint

Upon the delivery of new goods, the goods of the same type subject to a complaint will be collected from the addressee.

Please note: Before ordering, explain to the addressee that the service will only be provided if the goods are ready and properly protected for removal.

“OSB”

Removal of old goods

Upon the delivery of new goods, the same old goods of the same type will be collected from the addressee and delivered to the closest landfill or collection centre.

Please note: Before ordering, explain to the addressee that the service will only be provided if the goods are ready and properly protected for removal.

“D+0”

Intra-city same day delivery*

The service is only provided within Ljubljana and Maribor. The shipment will be delivered to the recipient on the day of acceptance, provided that its collection is ordered or it is posted for delivery at the post office by 4 pm.

“V”

Declared value

The actual value of the shipment is indicated on the shipment. An indication of the value is mandatory where the value of the contents of the shipment exceeds EUR 420.00 (the value cannot exceed EUR 10,000.00).

“NBO”

Dangerous goods under restrictions

Before the goods are shipped, written confirmation must be obtained from the service provider and an *Agreement on the Sending of Dangerous Goods under ADR*

Exemptions must be signed. The sender must also review the *Instructions for the Transport of Dangerous Goods under ADR Exemptions* and deliver the safety data sheets and a list of the contents to the service provider.

The sender must use this service when posting a shipment that contains dangerous goods in limited quantities or new batteries.

Please note: A sender sending such contents is responsible and warrants that the goods delivered for transport have been labelled, packed and marked in accordance with the applicable legislation and regulations.

“DNV”

Size surcharge

The sender must use this service when posting a shipment whose height exceeds 180 cm. The shipment will be delivered to the entrance of the building.

Please note: The goods must be prepared on a pallet of sufficient size, properly protected, and secured to the pallet. The total height of the goods on the pallet, measured from the ground, must not exceed 230 cm.

* The service is only provided during weekdays, i.e. from Monday to Friday.

Selection of additional services

The table below shows which additional services can be selected for each type of postal item:

SERVICE	MojPaket		
	Mini	Midi multiple items	Maxi multiple items
Cash on delivery	✓	✓	✓
Contract commission	✓	✓	✓
Cash on delivery without payment document	✓	✓	✓
Manual handling	✗	✓	✗
Delivery note, eDelivery note	✗	✓	✓
Document signature, eDocument signature	✓	✓	✓
Leanpay – document signature	✓	✓	✓
Advice of receipt	✗	✓	✗
Delivery by 10 am	✗	✓	✗
Delivery after 4 pm	✗	✓	✗
Delivery between 6 pm and 8 pm – Ljubljana	✗	✓	✗
Next day guaranteed delivery	✓	✓	✗
Intra-city same day delivery – Ljubljana and Maribor	✓	✓	✗
Postage paid by addressee	✓	✓	✓
Delivery with carriage	✗	✓	✓
Removal of old goods	✗	✓	✓
Removal of goods subject to a complaint	✗	✓	✓
Declared value	✓	✓	✓
Dangerous goods under restrictions	✗	✓	✓
Size surcharge	✗	✗	✓
Return shipment in case of irregularity*	✓	✓	✓
Manual acceptance of item*	✓	✓	✓

*Additional services that can be charged by Pošta Slovenije:

- *Return shipment in case of irregularity* if you post a shipment that is not suitable for carriage (e.g. without proper packaging, contains prohibited content, etc.) and is returned to the sender.
- *Manual acceptance of item* if you have not provided e-data for the shipment.

MojPaket Midi multiple items and MojPaket Maxi multiple items

This service is used if a shipment for one addressee consists of several individual items and you want them to be delivered to the addressee at the same time.

Requirements for posting:

- A MojPaket Midi multiple items shipment consists of several individual postal items corresponding to the size and weight of a MojPaket Midi shipment, while a MojPaket Maxi multiple items shipment consists of several individual postal items corresponding to the size and weight of a MojPaket Maxi shipment (meaning that you cannot post a shipment using the

MojPaket Midi multiple items service that corresponds in size and weight to the MojPaket Maxi service, and vice versa).

- The individual postal items must be addressed to the same addressee with identical address information (name and any additional names of the addressee, the street and building number and the postcode of the addressee's post office).
- The additional services *Delivery before 10 am*, *Delivery after 4 pm*, *Delivery between 6 pm and 8 pm*, *Next day guaranteed delivery*, *Intra-city same day delivery - Ljubljana and Maribor* must be indicated on all items.
- Transmission of e-data for the items to the receiving post office.
- Posting on the same day.

Additional services are charged for each shipment for which they are indicated on the waybill.

If no e-data is provided to the receiving post office or if the items do not meet the above requirements, they will be accepted and delivered as individual MojPaket Midi or MojPaket Maxi shipments.

Sending dangerous goods

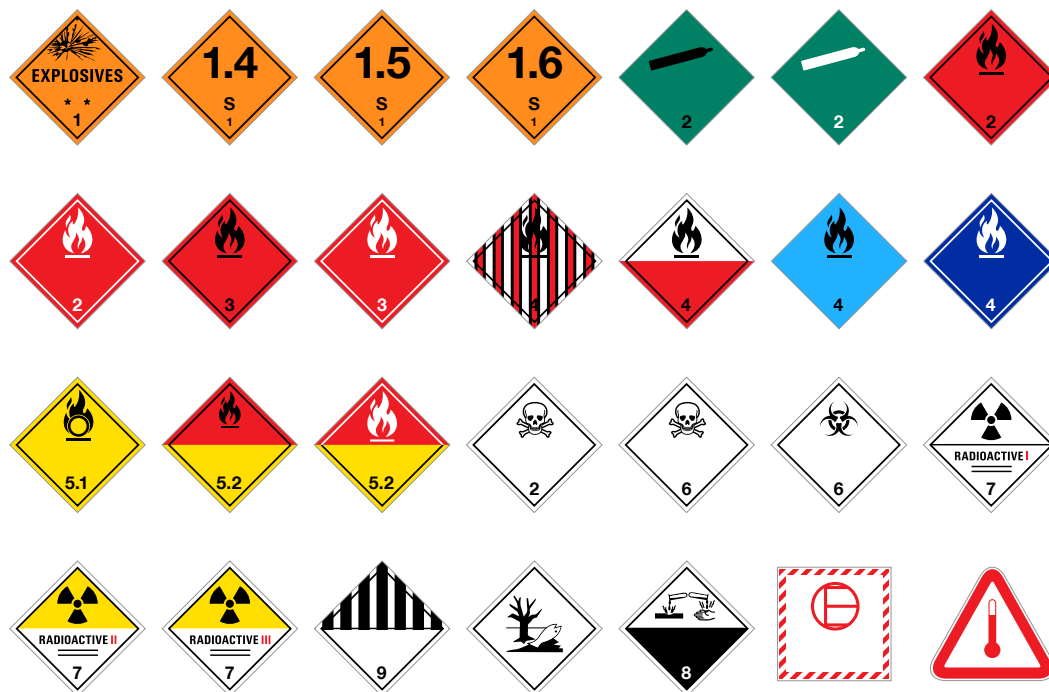
When sending dangerous goods under restrictions, the following requirements apply:

- When sending **dangerous goods in limited quantities or small packaging units**, the packaging units **must not individually exceed 30 kg** (also applies to pallet shipments with such contents). You cannot use shrink or stretch film for the outer packaging. If the packaging units are loaded on a pallet, they must be attached to the pallet in such a manner that they are protected against slipping/falling from the pallet and that they do not move during transport. You must post the shipment **with the additional service Dangerous goods under restrictions**, which you must mark with the abbreviation NBO on the waybill, and the label below must be affixed in a visible place on the shipment. The shipment must be addressed to a street address (it may not be addressed to an alternative delivery point, i.e. parcel locker, gas station or parcel delivery box).
- When sending **new batteries**, you must post them **with the additional service Dangerous goods under restrictions**, which you must mark with the abbreviation NBO on the waybill. Batteries will only be accepted for delivery if they are provided with carrying devices, are protected against short circuits, and are not damaged. If they are loaded on a pallet, no carrying device is required, but the batteries must be secured so that they cannot slip or fall from the pallet or be damaged. Batteries must be addressed to a street address (not to an alternative delivery point, i.e. parcel locker, gas station or parcel delivery box).
- When sending **biological substances of category B (UN 3373 – human or animal samples or substances)**, you must package them in appropriate packaging and affix the label below to the shipment. These shipments **do not** need to be posted using the additional service *Dangerous goods under restrictions*.



Hazard labels

Shipments (packaging) bearing a UN number label or any of the hazard labels below are prohibited from being sent by mail.





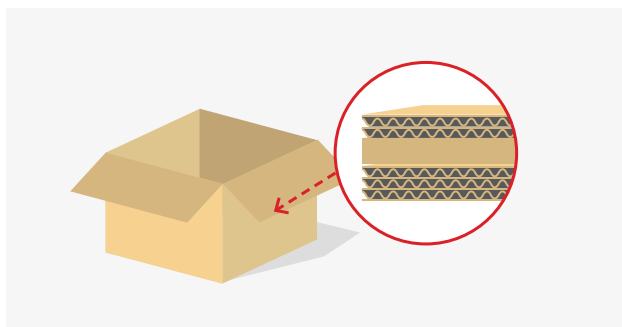
Preparation and packaging



Packaging parcels – boxes

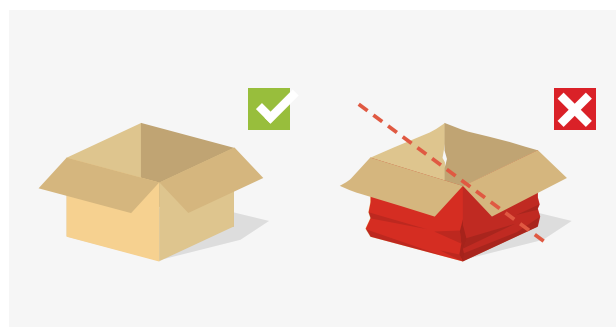
To ensure that the shipment arrives undamaged, it is essential that you use packaging that is suitable for the contents you are sending, of good quality, and in perfect condition. It is your duty and responsibility to ensure the inner and outer packaging is appropriate. The packaging must be such that the contents of the shipment are adequately protected during transport and automatic sorting on the parcel sorter (conveyor), and must be able to withstand a drop from a height of 80 cm on an edge, corner or surface without damage to the contents. Since shipments can be affected by pressure from other shipments, shock, vibrations and weather conditions, certain types of sales or storage packaging may not provide sufficient protection for the contents. By following the recommendations below, you can help ensure that your shipment arrives on time and in perfect condition. Please note the packaging (box) specifications, and use packaging that is appropriate for the weight of your shipment.

■ Choosing packaging



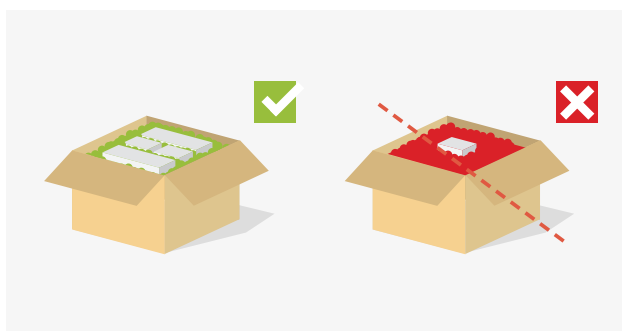
Good quality packaging

The packaging must be made of strong, durable and good quality material. We recommend using corrugated cardboard packaging with a high-quality external coating. When shipping sensitive or heavy items (weighing more than 10 kg), use durable double- or triple-layer cardboard or a structure with double- or triple-layer walls.



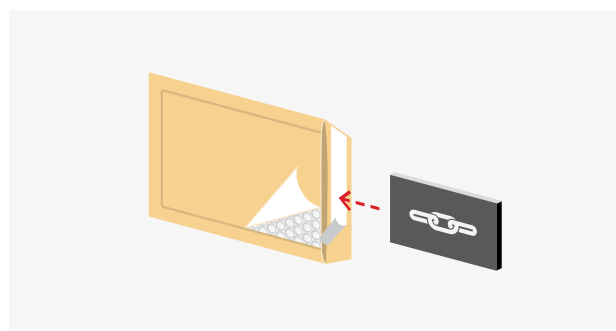
Using old boxes is not recommended

We advise against using previously used boxes, as they are likely to have lost their strength (boxes that have been used several times or are even damaged are less strong, losing 30–60% of their strength) and do not provide sufficient protection for shipments. Use boxes that are in perfect condition and sufficiently strong (and remove any old addresses, barcodes and addresses on the packaging, etc.).



The box should be appropriate for the size of the contents

Choose the box based on the size of the contents and fill any empty space with filler. Oversized boxes containing a lot of filler can be crushed and collapse during transit, damaging the contents. Boxes that are too small can fall apart.



A padded envelope or PVC bag is also suitable

You can also use a padded envelope or PVC bag to package your shipment, but only when the contents are not fragile or sensitive (e.g. when sending textile products). Standard envelopes are designed for mailing letters and are not suitable for shipping parcels.





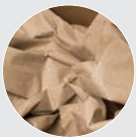
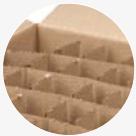

Improperly packed shipments

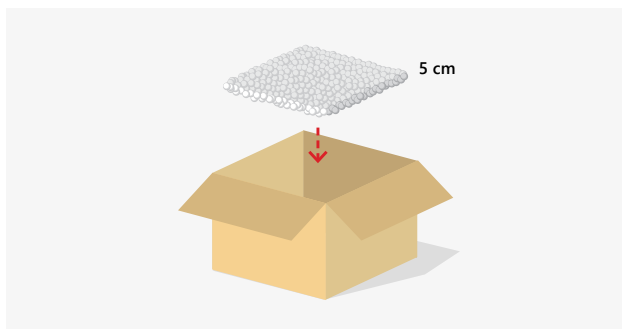
Shipments packaged in wrapping paper or gift wrap, cellophane, cloth bags and shipments bound with string are not suitable for posting, since they can tear or break during the automatic sorting process.



■ Fillers and protective materials

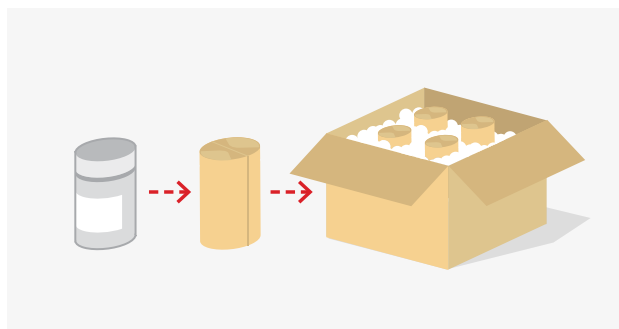
Bubble wrap, air cushions, packaging chips and foam pellets, cardboard and polystyrene are often used as fillers and protective materials. However, it is important to use them appropriately. The table below describes the protective functions provided by each type of filler and protective material:

TYPE OF MATERIAL	Appearance	Padding	Filling empty space	Protection	Divider	Other functions
Bubble wrap		×	×	×	–	–
Foam sheet		×	×	×	–	–
Foam pellets		×	×	–	×	–
Air cushions		–	×	–	–	–
Crumpled paper		–	×	×	–	–
Corrugated dividers		–	×	×	×	–
Shredded cardboard		–	×	×	×	Shock absorption



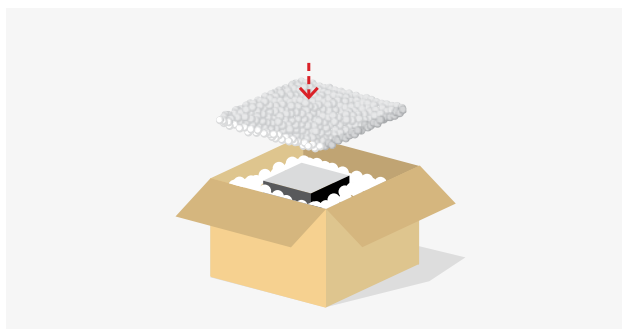
Bottom of the box

A layer of filler at least 5 cm thick should be placed at the bottom of the box. Sensitive or heavy parts require extra padding on the bottom, on the sides and at the top of the box. Please note that certain materials may sag or deflate, resulting in an empty space inside the box. When sending ceramic products, the packaging should be lined with polystyrene on the inside (at least 5 cm thick on the bottom of the packaging) and any empty space should be filled.



Multiple items in one box

Wrap each part of the item you are sending in protective packaging and place it as close to the centre of the box as possible. When sending multiple items in one box, always wrap and protect each item individually, separating them properly in the box so that the pieces do not touch each other and are well padded on all sides (you can use corrugated dividers or other suitable dividers to separate them).



Filling empty space

Fill any empty space with filler and place a layer of filler over the contents. Make sure you have filled all the gaps and that the contents cannot move inside the box.

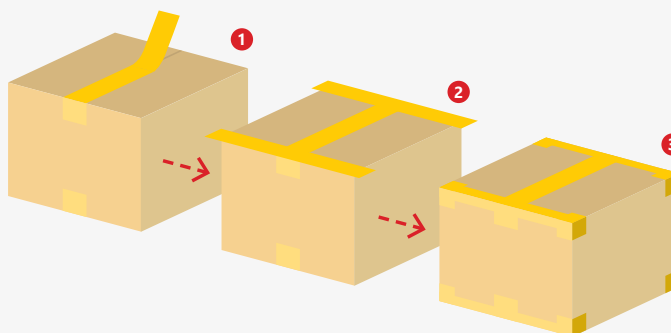


Packing heavy items

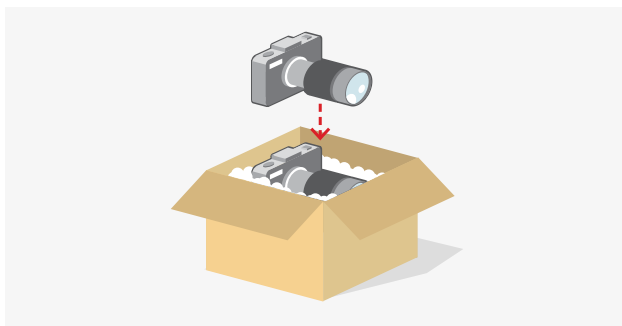
Filler provides only partial protection for heavy items. Heavy items must be packed in specially reinforced packaging. Please note that the outer packaging should be a few centimetres larger than the inner packaging on each side, and fill the space in between with filler (to prevent the packaging from collapsing).

■ Correctly sealing boxes

Use strong adhesive tape, applied in the shape of the letter H (we recommend using polypropylene tape (brown plastic tape); use extra tape for heavier items).



■ Examples of properly packed shipments



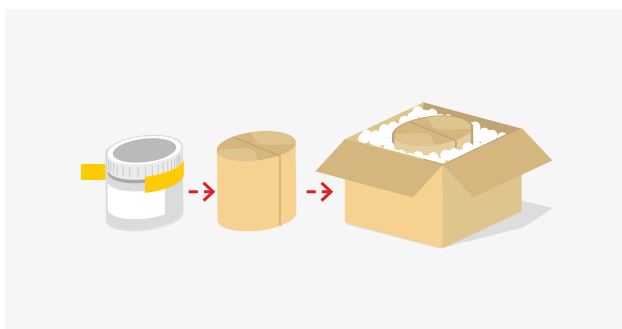
Fragile items

Place fragile items at the centre of the box so that they do not touch the sides of the parcel. Ensure that each item is well padded and protected by filler on all sides. We also recommend wrapping the item in several layers of bubble wrap before placing it in the box.



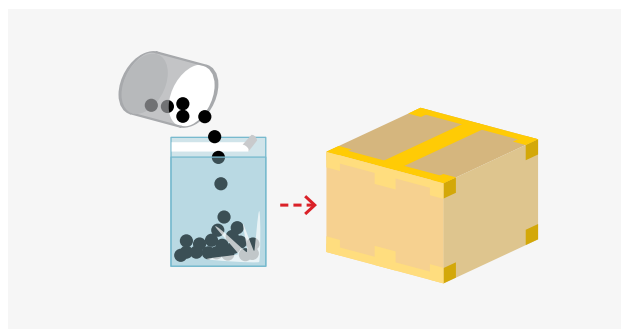
Liquids

Liquids should be contained in spill-proof vessels. Bottles must not touch each other inside the box. Each bottle must be properly protected before being placed in the box. We recommend using additional protection to keep the contents from spilling and damaging (wetting) other shipments in case the bottle is damaged.



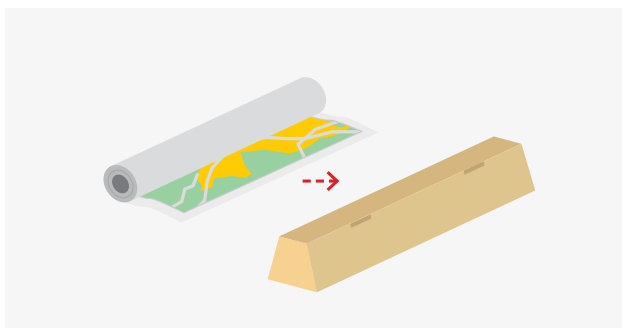
Partially liquid and greasy substances

Seal partially liquid and greasy substances and substances with strong odours in advance with adhesive tape and wrap them in greaseproof paper. We recommend using additional protection to keep the contents from spilling and damaging (wetting) other shipments in case the container is damaged.



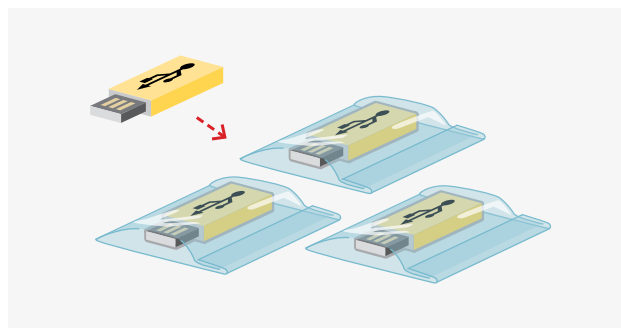
Powders and fine grains

Powders and fine grains, granules, soil, briquettes, etc. should be placed in tightly sealed plastic bags and then packed in a box or other additional protective packaging to prevent any spillage of the contents, which could damage or soil other shipments, and the equipment and tools used to handle shipments.



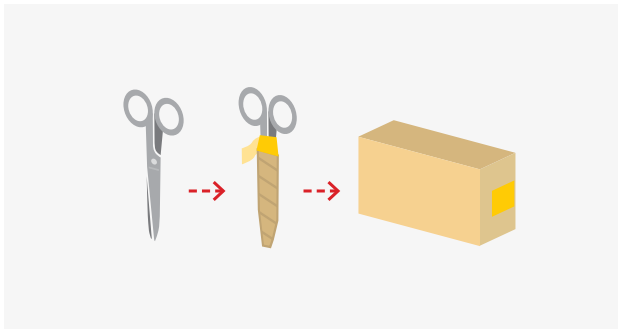
Maps, plans and other rolled items

Use trapezoid tubes when sending maps, plans and other rolled items.



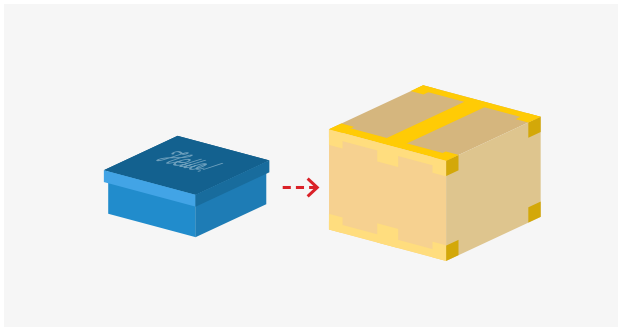
Small items

Place smaller items in smaller boxes or plastic bags before placing them in the transport packaging.



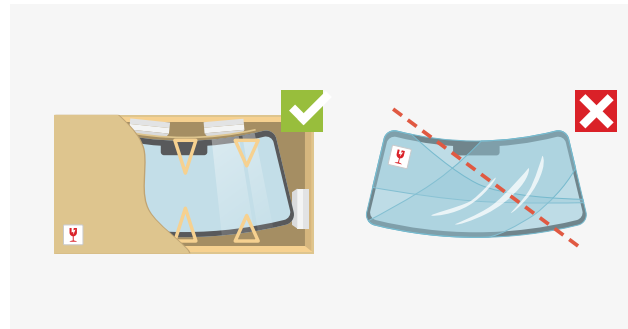
Sharp objects

When sending sharp objects (e.g. scissors, knives), properly protect the blades and points in such a way that the protection cannot fall off/be removed during transit. Also use wrapping material to properly protect any sharp and/or protruding edges. Make sure to use a hard cardboard box and an inner filler. Take care to ensure that any sharp and/or protruding parts of the contents do not damage the outer packaging and protrude from the packaging or box.



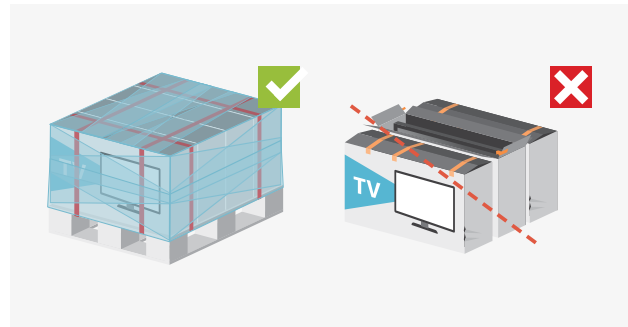
Gifts and other products for resale

Post gifts and other items intended for resale in transport packaging, as gift/sales packaging does not provide adequate protection and is not suitable for transport (and the contents are therefore at greater risk of damage). Gift/sales packaging may also be damaged, soiled or crushed during transport.



Windscreens

Pack windscreens in strong cardboard packaging or wooden crates. Pad the edge of the windscreen with polystyrene piping and wrap the glass surface in bubble wrap. Fix the glass inside the packaging with appropriate polystyrene inserts so that it cannot move inside the packaging. Affix a "sensitive" label on the outer packaging.



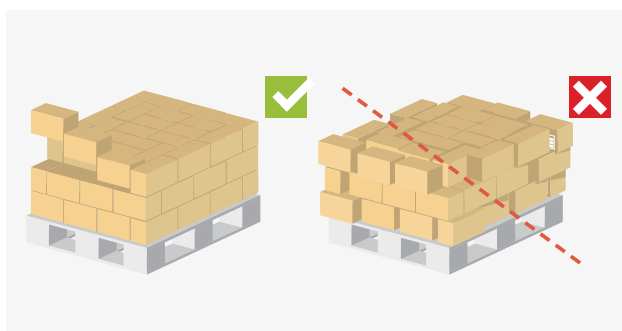
LCD TVs, monitors, etc.

When sending multiple TVs, stack them upright on a **pallet that is sufficiently large to prevent overhang** (and do not stack other items on top of them). When sending LCD TVs, in exceptional cases it is acceptable for them to extend over the edge of the pallet, but no more than 20 cm and only on one side (otherwise use longer pallets). Secure the TVs to the pallet using plastic straps, placing cushioning material under the straps to prevent any damage to the boxes resulting from tightening the straps.

Preparing pallets – pallet shipments

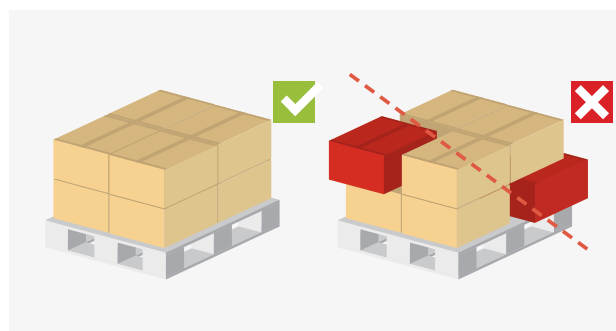
To ensure the safe transport of pallet shipments, choose good quality pallets (pallets must not be wet or damaged) suitable for lifting with a pallet truck. You can also load several individual items addressed to the same addressee on a pallet and have them delivered to the addressee as a pallet shipment. Pallets made of other materials may be used on an exceptional basis subject to prior written approval.

■ Stacking parcels on a pallet



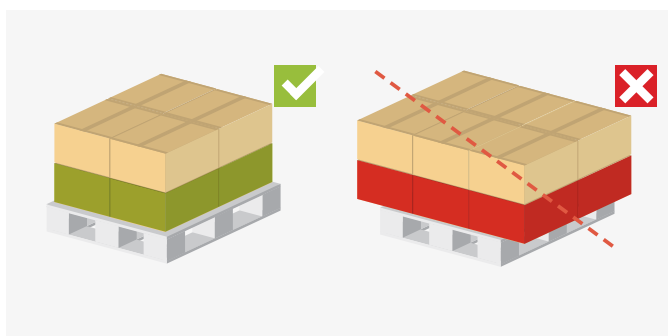
Stacking parcels in columns

To ensure maximum stability, parcels should be stacked on top of each other on the pallet (brick stacking is recommended), in straight lines. Heavier parcels must always be at the bottom and lighter packages at the top.



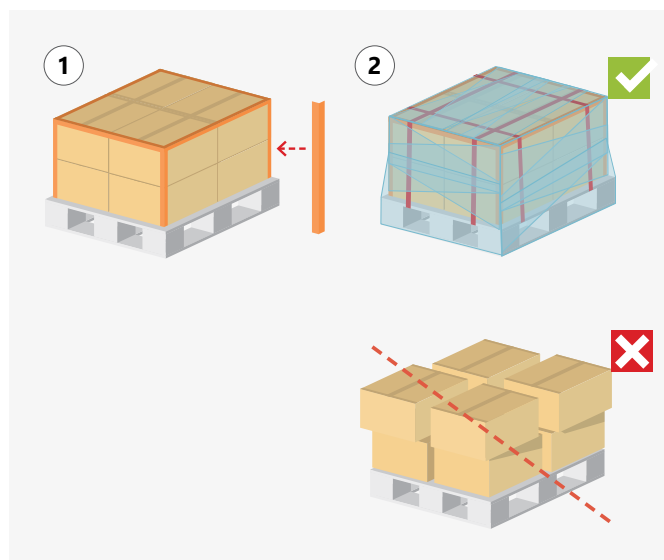
Stack parcels close together

Parcels must be stacked close together, with no empty space (gaps) between them. This way, the shipment will arrive undamaged despite any minor impacts and uneven movement. The top surface must be flat.



Make sure parcels do not hang over the edges of the pallet

Please observe the dimensions of the pallet. Parcels must be stacked on the pallet so that they do not extend over the edges of the pallet, which can hinder transport and increase the risk of damage.



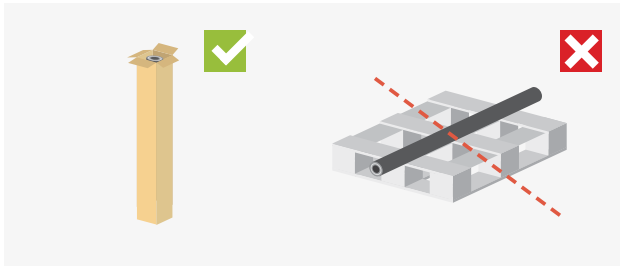
Securing parcels to the pallet

Use straps, screws (e.g. for refrigerators) and/or stretch wrap to secure the parcels to the pallet. When wrapping with stretch wrap, the parcels must be wrapped tightly together with the pallet. The stretch wrap must be transparent so that any damage to the packaging/contents is visible. Properly securing the parcels to the pallet reduces the risk of the parcels falling off the pallet and being damaged during handling. We recommend using edge protectors to additionally protect the edges in order to prevent damage to your parcels and secure the parcels to the pallet more firmly.

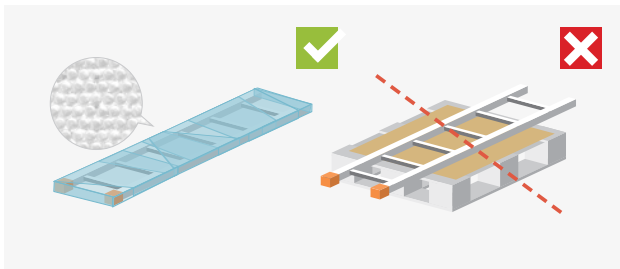
■ Items exceeding the dimensions of the pallet

In this case, you can **use a pallet as a tool to facilitate** shipment handling:

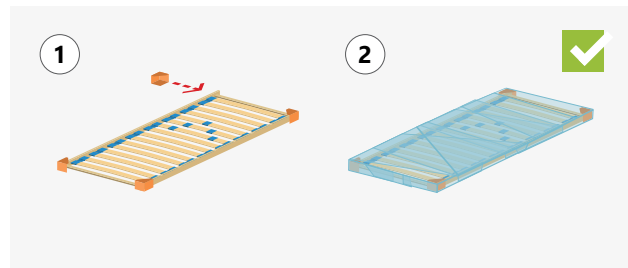
- Rods, poles, curtain rails – use sturdier boxes, suitable tubes or trapezoidal or triangular packaging that protects the contents so that the rod or pole cannot bend or break. Do not stack the shipments on a pallet for posting; prepare them as a single shipment.



- Ladders – wrap them in several layers of bubble wrap or wrap them in foam first, then wrap them tightly in several layers of stretch wrap. Do not stack the shipments on a pallet for posting; prepare them as a single shipment.



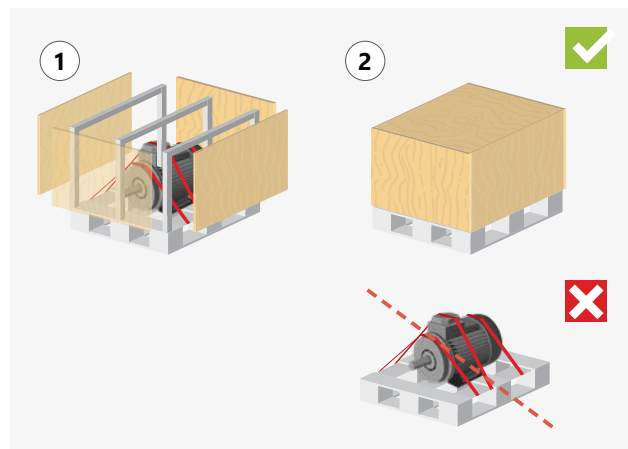
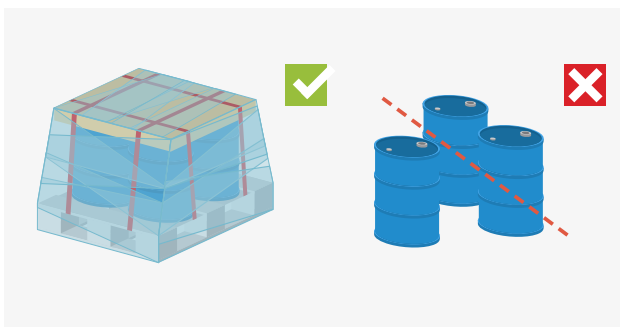
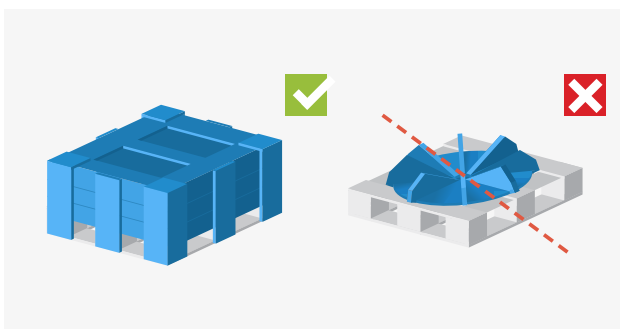
- Mattresses, bed bases – further protect the corners using edge protectors or other protection (e.g. using stretch wrap rolled up in a ball, or generously protect the bottom and top with stretch wrap), then wrap the entire contents several times with thicker stretch wrap or bubble wrap.



When loading items or goods that exceed the dimensions of standard pallets (Euro-pallets) for easier handling, we recommend using extra-long or extra-wide pallets that fit the dimensions of the goods. Otherwise, please note that the goods should not extend more than 30 cm over the edge (front side) of the pallet on at least one side (due to forklift loading), or there will be a high risk of damage to the contents as well as to our employees. When shipping goods that would extend more than 30 cm over the edges of a standard pallet, use pallets that fit the dimensions of the goods.

In both cases, please note that the goods must be properly secured on the pallet to prevent them from sliding off the pallet.

■ Irregularly shaped items, items with sharp edges



Secure irregularly shaped items that protrude over the edge and/or have protruding parts to the pallet using straps and place appropriate protection around them (wooden frame, sturdy cardboard box).

Sharp parts of items must be adequately protected.







Pad the item with extra filler to protect sharp and exposed edges.

Labelling shipments

Waybill

A waybill must be affixed to each shipment. Clear labelling (a single waybill affixed to the shipment) ensures that the shipment will be delivered on time and to the correct addressee.

The image below shows an example of a waybill in A6 format. We recommend printing waybills on self-adhesive paper (labels). Where that is not possible, place the waybill in a document pouch and affix the pouch to the shipment.

 CS 0014 7330 2 SI	
Pošta Slovenije Sprejemna pošta: 1102 Ljubljana Datum sprejema: 19.2.2019 Vrednost: 120,22 EUR Masa: 4,443 g Odkupnina: 344,43 EUR Poštnina: Pogodba	
Pošiljatelj  VZORČNI POŠILJATELJ SLOMŠKOV TRG 10 2000 MARIBOR	
Naslovník 	386 40 xxx xxx
VZORČNI NASLOVNIK 11 STANETA SEVERJA 20 2000 MARIBOR	
Storitve  	
To je primer opombe	
 AD 2000 0000 6 SI	

The shipment tracking number*

--> in the form of a barcode and an alphanumeric string. The shipment can be tracked using the tracking number.

Information on the receiving post office

--> date of receipt, weight of the item in grams, method of postage payment, COD amount in EUR and declared value in EUR.

Sender information

--> (name, address, postal code, name of post office and telephone number (optional)).

Addressee information

--> (name, address, postal code, name of post office and telephone number (optional)).

Selected additional services

--> and note (optional) and pictograms indicating each service.

Sorting (AD) code*

--> in the form of a barcode and an alphanumeric string, used for machine sorting shipments.

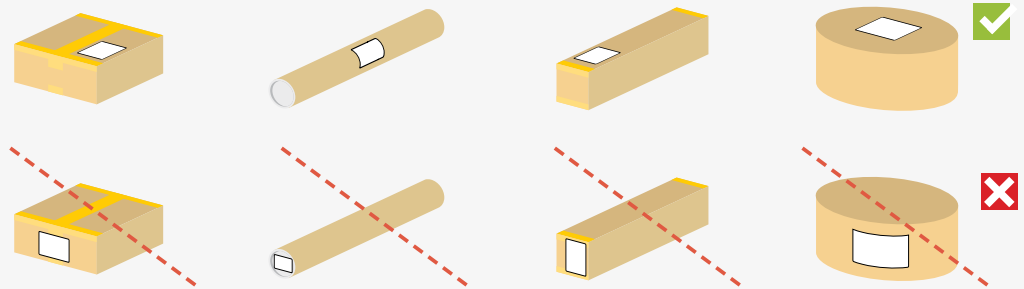
* Technical instructions for generating tracking number barcodes and sorting barcodes are provided in the annex to this manual.



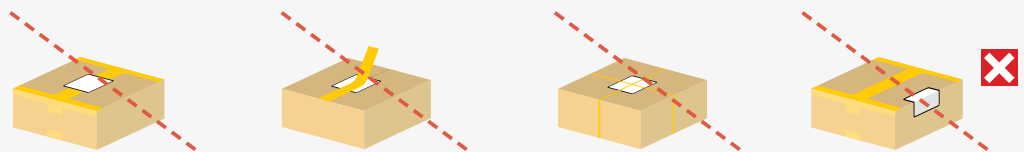
Affixing waybills

The packaging must have a sufficiently large and flat surface to affix the waybill. If that is not possible, larger packaging must be used.

The waybill should be affixed to the largest visible and flat side



Do not affix the waybill on a fold in the packaging, under adhesive tape or over an edge of the packaging.



The waybill must always be affixed to the outer packaging

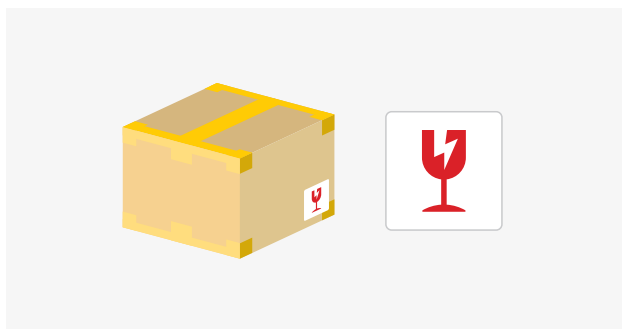
The waybill must always be affixed to the outer packaging (if you wrap the shipment in stretch wrap, affix the waybill to the stretch wrap). On a pallet, the waybill should be affixed to a side face of the shipment, and not to the top face.

Any old labels must be removed from the packaging and any old addresses, labels, barcodes and other markings must be covered or removed. Old waybills, addresses and barcodes can cause distractions, confusion and complications in the sorting and delivery of parcels (confusion regarding the correct delivery address), resulting in incorrect sorting, extended delivery times and even delivery to the wrong addressee.



Special handling labels

If the contents of the shipment require special handling and transport, the item must be labelled for careful handling, special handling and storage during transport, etc.



Fragile label

A "Fragile" label (wine glass symbol) is a warning to use greater care when handling the shipment during transit. Adequate internal and external protection is essential to prevent damage to the contents of the shipment. A "Fragile" label not a substitute for proper packaging, which is a prerequisite for using this label.



Orientation label

Shipments whose contents require a specific orientation should be marked with an upward arrow label. The arrows show the orientation of the shipment during transport, handling and storage.



"Keep dry" label

Shipments whose contents need to be protected from external factors (rain, excessive humidity and vapour) should be marked with a "Keep dry" label.



Appliance orientation label

If an appliance is not allowed to be transported on one side or can only be transported upright, the label below must be used, crossing out one or both options (left and/or right). If the appliance can be transported on its right side, only the left option is crossed out, and vice versa, if the appliance can be transported on its left side, only the right option is crossed out.

UPN QR form

If you select the additional service *Cash on delivery* when posting your shipment for delivery, you must enclose a duly completed payment document, i.e. a UPN QR form, entering the 13-digit parcel tracking number and the receiving post office code (e.g. CP123456789SI/2102) in the narrow part of the UPN QR form (UPN QR – Confirmation) above the “Payee’s name” field.

If you have executed an agreement for the payment of a fee for the payment of contractual cash on delivery amounts and wish to bear the cost of commission for the payment document enclosed with a shipment with the *Cash on delivery* service, select the additional service *Cash on delivery*. In that case, specify the PG code and the number of the agreement (PG____ – enter agreement number) on the right side of the “Payee’s name, street and place” field or in the upper part of the “Payer’s signature (stamp optional)” field.

Example of a completed UPN QR form

- A** Tracking number and receiving post code
- B** PG____ - enter agreement number (if you select the additional service “Contract commission”)

Accompanying documents – Shipping manifest

Deliver the shipping manifest to Pošta Slovenije together with your shipments; this is a handover document in which you specify the shipments you will post for delivery. The shipment information specified in the manifest must correspond to the actual shipments submitted. If you send the shipment data to

the receiving post office electronically, a physical manifest is not required, but is nevertheless recommended.

The image below shows a sample manifest. The manifest is divided into six sections, as described below, for easier understanding of the individual items.

Sample manifest

- A** **Sender’s information**
Enter the information on the sender, branch office, agreement number and receiving post office.
- B** **Receipt information**
Enter the date received, the sequential number of the manifest (if you are generating a manifest as part of the electronic submission of shipment data, this number must match the number of the e-manifest), the sheet numbering, and the customer barcode. The customer barcode is used to identify the customer, the agreement and the branch office for which the invoice is issued for the services provided.
Technical instructions for generating customer barcodes are provided in the annex to this manual.
- C** **Shipment information**
This section is for information on the shipments to be posted or collected on a particular day. Enter the tracking number*, addressee*, receiving post office*, weight/volume, value in EUR, COD amount in EUR, additional services and notes. The shipment information specified in the manifest must match the information on the waybill for the shipment.
- D** **Specify the user’s first name and surname.**
- E** **Space for the postal worker’s signature and stamp.**
- F** **Information of the shipping provider.**

Zap. št.	Sprejemna številka	Naslovnik	Naslovna pošta	Masa/ Prostornina	Vrednost v EUR	Odlupnina v EUR	Storitve	Opomba
1	CS 0014 4621 9 SI	VZORČNI KUPEC3, TESTNA ULICA 3, 2000 Maribor	SI-9202 MAČKOVCI		324,32		POD, V	
2	CS 0014 4622 2 SI	VZORČNI NASLOVNIK 100 MOŠČANCI 25 B	SI-4274 ŽIROVNICA			544,34	PR, PPN, ODKBN	
3	CS 0014 4626 7 SI	HRVAŠKA NASLOVNIK, DODATEN NAZIV D.O.O. HRVAŠKA ULICA 45	HR-10000 ZAGREB	14,544 g			PR	TO JE ZELO DOLGA HRVAŠKA OPOZBA
4	CS 0014 4623 6 SI	VZORČNI NASLOVNIK 2 CELJSKA C. 14 A	SI-3212 VOLJNIK		344,43		PR, V	
5	CS 0014 4624 0 SI	VZORČNI NASLOVNIK 2 CELJSKA C. 14 A	SI-3212 VOLJNIK					
6	CS 0014 4625 3 SI	VZORČNI NASLOVNIK 2 CELJSKA C. 14 A	SI-3212 VOLJNIK			546,64	PPN, ODKBN,	Zap. št. od 4 do 6

*Required shipment information

Annexes

Annex 1: List of receiving post offices where MojPaket shipments can be delivered by 10 am or after 4 pm

Postal code	Receiving post office	Delivery by 10 am	Delivery after 4 pm
1000	Ljubljana	✓	✓
1210	Ljubljana - Šentvid	✓	✓
1211	Ljubljana - Šmartno	✓	✓
1215	Medvode	✓	✓
1218	Komenda	✓	✓
1225	Lukovica	✓	✗
1230	Domžale	✓	✓
1231	Ljubljana - Črnuče	✓	✓
1234	Mengeš	✓	✓
1235	Radomlje	✓	✓
1236	Trzin	✓	✓
1241	Kamnik	✓	✓
1251	Moravče	✓	✗
1260	Ljubljana - Polje	✓	✓
1261	Ljubljana - Dobrunje	✓	✓
1262	Dol pri Ljubljani	✓	✗
1270	Litija	✓	✓
1290	Grosuplje	✓	✓
1291	Škofljica	✓	✗
1292	Ig	✓	✗
1295	Ivančna Gorica	✓	✓
1296	Šentvid pri Stični	✓	✗
1310	Ribnica	✓	✓
1315	Velike Lašče	✓	✗
1330	Kočevje	✓	✓
1351	Brezovica pri Ljubljani	✓	✗
1353	Borovnica	✓	✗
1355	Polhov Gradec	✓	✗
1356	Dobrova	✓	✗
1357	Notranje Gorice	✓	✗
1360	Vrhnika	✓	✓
1370	Logatec	✓	✓
1380	Cerknica	✓	✓
1381	Rakek	✓	✗
1386	Stari trg pri Ložu	✓	✗
1410	Zagorje ob Savi	✓	✓
1420	Trbovlje	✓	✓
1430	Hrastnik	✓	✓
1433	Radeče	✓	✗

Postal code	Receiving post office	Delivery by 10 am	Delivery after 4 pm
2000	Maribor	✓	✓
2201	Zgornja Kungota	✓	✗
2204	Miklavž na Dravskem polju	✓	✓
2205	Starše	✓	✗
2211	Pesnica pri Mariboru	✓	✗
2212	Šentilj v S.g.	✓	✗
2213	Zgornja Velka	✓	✗
2223	Jurovski Dol	✓	✗
2230	Lenart v Slovenskih goricah	✓	✓
2232	Voličina	✓	✗
2236	Cerkvenjak	✓	✗
2241	Spodnji Duplek	✓	✗
2250	Ptuj	✓	✓
2254	Trnovska vas	✓	✗
2256	Juršinci	✓	✗
2258	Sveti Tomaž	✓	✗
2259	Ivanjkovci	✓	✗
2270	Ormož	✓	✓
2277	Središče ob Dravi	✓	✗
2281	Markovci	✓	✗
2282	Cirkulane	✓	✗
2284	Videm pri Ptuj	✓	✗
2310	Slovenska Bistrica	✓	✓
2311	Hoče	✓	✗
2312	Orehova vas	✓	✗
2317	Oplotnica	✓	✗
2319	Poljčane	✓	✓
2322	Majšperk	✓	✗
2325	Kidričevo	✓	✓
2327	Rače	✓	✗
2341	Limbuš	✓	✗
2342	Ruše	✓	✓
2344	Lovrenc na Pohorju	✓	✗
2352	Selnica ob Dravi	✓	✗
2360	Radlje ob Dravi	✓	✓
2363	Podvelka	✓	✗
2366	Muta	✓	✗
2367	Vuzenica	✓	✗
2370	Dravograd	✓	✓

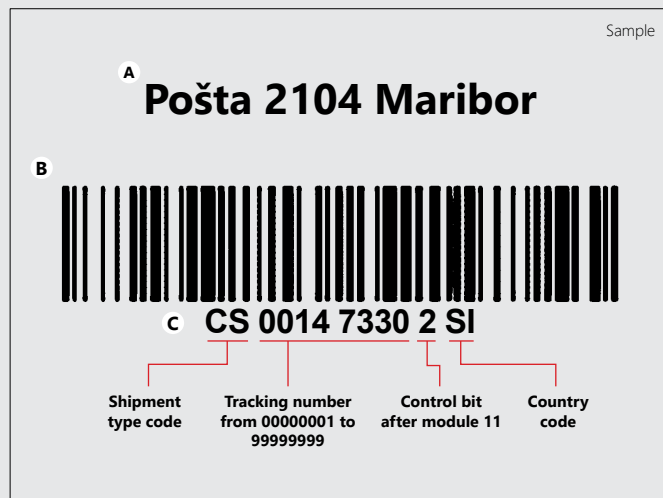
Postal code	Receiving post office	Delivery by 10 am	Delivery after 4 pm
2373	Šentjanž pri Dravogradu	✓	✓
2380	Slovenj Gradec	✓	✓
2382	Mislinja	✓	✗
2390	Ravne na Koroškem	✓	✓
2391	Prevalje	✓	✓
2392	Mežica	✓	✗
2393	Črna na Koroškem	✓	✗
3000	Celje	✓	✓
3202	Ljubecna	✓	✗
3210	Slovenske Konjice	✓	✓
3212	Vojnik	✓	✗
3214	Zreče	✓	✗
3215	Loče	✓	✗
3230	Šentjur	✓	✓
3240	Šmarje pri Jelšah	✓	✗
3250	Rogaška Slatina	✓	✓
3270	Laško	✓	✓
3301	Petrovče	✓	✗
3310	Žalec	✓	✓
3313	Polzela	✓	✓
3320	Velenje	✓	✓
3325	Šoštanj	✓	✗
3327	Šmartno ob Paki	✓	✗
3330	Mozirje	✓	✗
3331	Nazarje	✓	✗
4000	Kranj	✓	✓
4207	Cerklje na Gorenjskem	✓	✗
4220	Škofja Loka	✓	✓
4224	Gorenja vas	✓	✗
4226	Žiri	✓	✓
4228	Železniki	✓	✗
4240	Radovljica	✓	✓
4260	Bled	✓	✓
4264	Bohinjska Bistrica	✓	✗
4270	Jesenice	✓	✓
4280	Kranjska Gora	✓	✗
4290	Tržič	✓	✓
5000	Nova Gorica	✓	✓
5212	Dobrovo v Brdih	✓	✗
5213	Kanal	✓	✗
5220	Tolmin	✓	✓
5222	Kobarid	✓	✗
5230	Bovec	✓	✗
5250	Solkan	✓	✓
5261	Šempas	✓	✗
5270	Ajdovščina	✓	✓

Postal code	Receiving post office	Delivery by 10 am	Delivery after 4 pm
5271	Vipava	✓	✗
5280	Idrija	✓	✓
5282	Cerkno	✓	✗
5290	Šempeter pri Gorici	✓	✗
5291	Miren	✓	✗
5292	Renče	✓	✗
5294	Dornberk	✓	✗
5295	Branik	✓	✗
6000	Koper	✓	✓
6210	Sežana	✓	✓
6215	Divača	✓	✗
6222	Štanjel	✓	✗
6223	Komen	✓	✗
6230	Postojna	✓	✓
6240	Kozina	✓	✗
6244	Podgrad	✓	✗
6250	Ilirska Bistrica	✓	✓
6257	Pivka	✓	✗
6310	Izola/Isola	✓	✓
6320	Portorož	✓	✓
6330	Piran/Pirano	✓	✗
8000	Novo mesto	✓	✓
8210	Trebnje	✓	✓
8220	Šmarješke Toplice	✓	✗
8233	Mirna	✓	✗
8250	Brežice	✓	✓
8270	Krško	✓	✓
8273	Leskovec pri K.	✓	✗
8290	Sevnica	✓	✓
8310	Šentjernej	✓	✗
8330	Metlika	✓	✗
8333	Semič	✓	✗
8340	Črnomelj	✓	✓
9000	Murska Sobota	✓	✓
9201	Puconci	✓	✗
9203	Petrovci	✓	✗
9220	Lendava/Lendva	✓	✓
9223	Dobrovnik	✓	✗
9224	Turnišče	✓	✗
9226	Moravske Toplice	✓	✗
9231	Beltinci	✓	✗
9232	Črenšovci	✓	✗
9240	Ljutomer	✓	✓
9244	Sveti Jurij ob Ščavnici	✓	✗
9250	Gornja Radgona	✓	✓
9252	Radenci	✓	✗

Annex 2: Technical instructions for generating tracking number barcodes

Content of code encoding:

- A** postcode and receiving post office
- B** barcode:
 - barcodes are generated according to module 128
 - module width (thin line in barcode) is 0.25 mm–0.51 mm
 - quiet zone (empty space) before and after the barcode must be 10 times the module width (thin line in barcode), i.e. 2.5 mm – 5.1 mm (the largest possible quiet zone is recommended)
 - module height must be at least 9 mm (for effective reading at least 12.5 mm, particularly for parcels)
 - print quality must be ANSI A or B (exceptionally C)
- C** Alphanumeric barcode identifier (CA 0001 7140 2 SI).



Shipment type code

Shipment type codes are selected from the range of designations given below. Users may only use the assigned designations for shipment types.

Service	Range of designations	Note
Parcels	CA – CZ	Without diacritics and the letters Q, W, X, Y
Express mail	EA – EZ	Without diacritics and the letters Q, W, X, Y
Registered letters	RA – RZ	Without diacritics and the letters Q, W, X, Y
Insured letters	VA – VZ	Without diacritics and the letters Q, W, X, Y

Tracking number

All contractual users of postal services that print their own tracking numbers are assigned tracking numbers such that they receive the designation for shipment type and a series of sequential tracking numbers. To obtain a range of tracking numbers, please contact your contract administrator.

Calculation of control bit after module 11

- weighting factors (**8, 6, 4, 2, 3, 5, 9, 7**) are added to the basic numbers (sequential tracking numbers)
- the sum of the products of the numbers with the individual weighting factors is calculated
- the sum is divided by 11
- the remainder from the division is subtracted from 11
 - if the result is between 1 and 9 the result is a control bit
 - if the result is 10, the control bit is 0
 - if the result is 11, the control bit is 5

Example calculation:

Number	0	0	0	1	7	1	4	0	
Weighting factors	8	6	4	2	3	5	9	7	
Products	0	0	0	2	21	5	36	0	64

64 / 11 = 5 remainder 9
11 - 9 = the control bit is 2

Print colour and font

- text and code encoding in black
- font Arial

Annex 3: Technical instructions for generating sorting barcodes

Machine sorting of parcels and bundled printed materials can be done using a barcode containing data on the destination post office.

The barcode supported by the sorter is printed in the format AD 2250 0000 7 SI, where:

- **AD** is the fixed designation
- **2250** is the postal code of the destination post office
- **0000** is a constant
- **7** is the control bit calculated after module 11
- **SI** is the country code (does not change)

The control bit after module 11 is calculated in the following manner:

- weighting factors (**8, 6, 4, 2, 3, 5, 9, 7**) are added to the basic numbers (postal code of the destination post office and four zeroes)
- the sum of the products of the numbers with the individual weighting factors is calculated
- the sum is divided by 11
- the remainder from the division is subtracted from 11
 - if the result is between 1 and 9 the result is a control bit
 - if the result is 10, the control bit is 0
 - if the result is 11, the control bit is 5

Example calculation:

Number	2	2	5	0	0	0	0	0	
Weighting factors	8	6	4	2	3	5	9	7	
Products	16	12	20	0	0	0	0	0	48

$48/11 = 4$, remainder 4
 $11 - 4 = 7$ – the control bit

The technical requirements for the code encoding are:

- barcodes are generated according to module 128
- module width (thin line in barcode) is 0.25 mm–0.51 mm
- Quiet zone (empty space) before and after the barcode must be 10 times the module width (thin line in barcode), i.e. 2.5 mm – 5.1 mm (the largest possible quiet zone is recommended)
- module height must be at least 9 mm (for effective reading at least 12.5 mm, particularly for parcels)
- print quality must be ANSI A or B (exceptionally C)

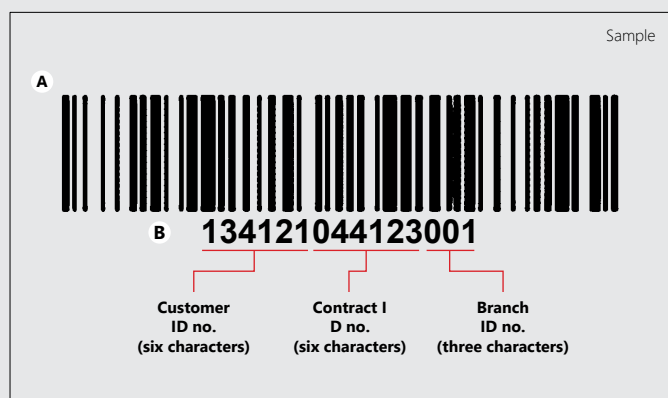
Print colour and font

- text and code encoding in black
- font Arial

Annex 4: Technical instructions for generating customer barcodes

Content of code encoding:

- A** Barcode:
- Code 128
 - module width (thin line in barcode) is 0.25 mm – 0.51 mm
 - quiet zone (empty space) before and after the barcode must be 10 times the module width (thin line in barcode), i.e. 2.5 mm – 5.1 mm (the largest possible quiet zone is recommended)
 - minimum module height is 9 mm
 - print quality must be ANSI A or B (exceptionally C)
 - encoding of data in barcode without spaces (134121044123001)
- B** Alphanumeric barcode identifier:
- encoding of data in barcode without spaces (134121044123001)



A specific number of characters is specified for each ID no. Numbers shorter than the specified number of characters are written with an initial zero.

Print colour and font

- text and code encoding in black
- font Arial



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