

How to complete the eBDN, capture screen

- How to complete the eBDN capture screen.
 - **Office code:** Click on the drop down list and select the mail centre were you would deliver you consignment
 - **Order date:** The field defaults to the current date.
 - **No of trays:** Number of trays per consignment
 - **Delivery date:** The date you would deliver your consignment. (format example: 20040101).
 - **Delivery time:** This is the time you would bring in your consignment. (format example: 1600 for four o'clock).
 - **Customer reference:** This is the customer internal reference number (Number of characters allowed:)
 - **Certificate number:** This is the PAMMS certificate number. Each PAMMS certificate has a validity period.
 - **Contact tel. no:** Customer telephone number
 - **E-mail Address:** This is the customer Email address were the customer would be informed of any non conformances.

Nr	Product Code	Mass (Grams)	Number Items	Unit Rate	Rebate Code	Total	Ctry Code	Insurance Value	Ins Code	Added Values	Total Charge
1				0.00		0.00					0.00
2				0.00		0.00					0.00
3				0.00		0.00					0.00
4				0.00		0.00					0.00
5				0.00		0.00					0.00
6				0.00		0.00					0.00



How to complete the eBDN, Mailhouse/direct customer/Order payee combinations

- **Mail House** = A “mail house” is defined as a company that mails on behalf of another company/originator of mail.
- **Direct customers** = A “direct customer” is defined as a company that mails on behalf of itself.
- **Order payee** = The “order payee” is defined as the customer that pays for the mailing.
- Allowed combinations:
 - If the mail house mails on behalf of another company/originator of the mail and the mail house pays for the mailing , the following account combinations should be completed in the fields provided on the capture screen:
Mail house field (the account number of the originator of the mail) and **Order payee field** (the account number of the mail house)
 - If the mail house mails on behalf of another company/originator of the mail and the originator of the mail pays for the mailing, the following account combinations should be completed in the fields provided on the capture screen:
Mail house field (the account number of the mail house) **Order payee field** (the account number of the originator of the mail)
 - If the mail house mails for themselves or mails on behalf of a third party that does not have an account with the Post Office, the mail house’s account number must be entered in the **direct customer field** as well as the **order payee field**.
 - If a customer mails for themselves the customer’s account number, as issued by the Post Office, must be entered in the **direct customer field** as well as the **order payee field**.

eBDN Details

Office Code : Order Date: 2004/01/12

MailHouse : Direct Customer : Order Payee :

No of TRAYS : Delivery Date : Delivery Time :

Customer Ref : Certificate Number :

Contact Tel No : E-Mail Address :

Product Nr	Code	Mass (Grams)	Number Items	Unit Rate	Rebate Code	Total	Ctry Code	Insurance Value	Ins Code	Added Values	Total Charge
1				0.00		0.00					0.00
2				0.00		0.00					0.00
3				0.00		0.00					0.00
4				0.00		0.00					0.00
5				0.00		0.00					0.00
6				0.00		0.00					0.00



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 - **Product code:** Enter the applicable product code as indicated in the bulk mail guide. (Example: OS for Ordinary Mail standard)
 - **Mass (Grams):** Enter the mass in grams if it is a mass product. (Example: Product code - ONS and Mass (Grams) - 1000)
 - **Number Items:** Enter the number of items per product code per consignment. (Example: Product code - OS - Mass (Grams) N/A and number items - 1000)
 - **Unit rate:** This field is system driven and defaults in.
 - **Rebate code:** Enter the applicable rebate code as indicated in the bulk mail guide. (Example: Product code - OS - Mass (Grams) N/A - Number items - 1000 and rebate code - UC for Optical read)
 - **Total:** This field is system driven and defaults in.
 - **Ctry code:** The country code. This field is used only if international product codes are used. (Example: US for United States of America)
 - **Insurance value:** Enter a value (Example: 100.00)
 - **Ins code:** Insurance code. Enter the applicable insurance code as indicated in the bulk mail guide. (Example: Product code - IPRC - Mass (Grams) - 1000 - Number items - 1 - Insurance value - 760.00 - Ins code - M for 2% of the insurance value on domestic parcels).
 - **Added value:** Enter the applicable added value as indicated in the bulk mail guide. (Example: Product code - IPRC - Mass (Grams) - 1000 - Number items - 1 - Insurance value - 760.00 - Ins code - M - added value - D cash on delivery (parcels domestic)).
 - **Total charge:** This field is system driven and defaults in once the eBDN is quoted.

Nr	Product Code	Mass (Grams)	Number Items	Unit Rate	Rebate Code	Total	Ctry Code	Insurance Value	Ins Code	Added Values	Total Charge
1				0.00		0.00					0.00
2				0.00		0.00					0.00
3				0.00		0.00					0.00
4				0.00		0.00					0.00
5				0.00		0.00					0.00
6				0.00		0.00					0.00



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How to complete the eBDN, capture screen

- After completing all the required fields click on **QUOTE** to get a price.
- After confirming the price click on **POST** to generate an electronic sales order confirmation.
- **Print two copies** of the electronic sales order confirmation. Both must be signed by a duly authorised company representative and must accompany the consignment

Nr	Code	(Grams)	Items	Rate	Code	Total	Code	Value	Code	Charge
1				0.00		0.00				0.00
2				0.00		0.00				0.00
3				0.00		0.00				0.00
4				0.00		0.00				0.00
5				0.00		0.00				0.00
6				0.00		0.00				0.00
7				0.00		0.00				0.00
8				0.00		0.00				0.00
9				0.00		0.00				0.00
10				0.00		0.00				0.00
11				0.00		0.00				0.00
12				0.00		0.00				0.00
Total:			0	0.00		0.00		0.00		0.00

