

# International VolumePost™

New Zealand Post 

## The cost-effective way to post large amounts of machine-sorted mail.

International VolumePost has two mailing options available:

- **International VolumePost 1** is available if you're sending 1,000 same sized, machine sorted items or more (i.e. within the same International VolumePost dimensions).
- **International VolumePost 3** has a minimum mailing quantity of 300 same-sized items and has slightly different preparation requirements from International VolumePost 1.

### Product requirements for International VolumePost

You need to ensure that:

- You meet the minimum volume of 1,000 same-sized items to use International VolumePost 1 and 300 same-sized items to use International VolumePost 3. The minimum volume requirements must be met by each mailing customer. Mail from groups of customers cannot be consolidated to achieve International VolumePost pricing.
- Each item has an approved standard DirectPost™ Postage Paid Indicator (PPI) printed onto the envelope or address label.
- The DirectPost PPI is clearly visible, and placed in the top right-hand corner of the front of the mail piece (on the same side as the delivery address). For more details about DirectPost, including how to apply for a DirectPost number, visit [www.international.nzpost.com](http://www.international.nzpost.com) or contact your New Zealand Post representative.
- Each item has a valid New Zealand Post delivery address.
- Each item has a valid New Zealand Post return address.
- You have a Statement of Accuracy (the requirement is 85% address accuracy to be eligible for the International VolumePost 1 rates on the total lodgement).
- Your mail item is flexible enough to go through the sorting machine. Please ensure it can be bent around a 280mm diameter circular surface (i.e. approximately 180 degrees).
- Your items meet the International Envelope Layout Standards for machine-sorted Bulk Mail (ADV538) and Address Layout Standards (see table below).

### New Zealand Post standards

The table below details the standards and specifications that apply to International VolumePost.

#### Addressing, Postcode and Envelope Layout Standards

Address and Layout Guide (ADV356)

SendRight™ Address Accuracy Programme (ADV369)

Postcode Directory (ADV360)

International Envelope Layout Standards for machine-sorted Bulk Mail (ADV538)

### International VolumePost dimensions

Items being sent by International VolumePost can be either 'medium' or 'large'. The minimum dimensions are 88mm x 138mm (height x length). The maximum dimensions are:

	Maximum thickness	Maximum size (height x length)	Minimum size (height x length)	Maximum weight
Medium	6mm	130mm x 240mm	88mm x 138mm	50g
Large	6mm	165mm x 240mm	88mm x 138mm	50g

### Lodgement requirements for International VolumePost

To prepare your International VolumePost 1 mail, please:

- Sort the mail items into ascending postcode order (**applies to International VolumePost 1 only – not required for International VolumePost 3**).
- Place the mail items delivery address side up and arrange them in letter trays or bundles.
- Declare your Statement of Accuracy on your Statement of Posting form. The Statement of Posting form refers to the LISCO Manifest.
- Lodge your mailing at the New Zealand Post International Mail Centre, Auckland, on your New Zealand Post Account

**Note:** New Zealand Post will check your mail once it arrives at the International Mail Centre to confirm it meets International VolumePost 1 requirements. If it doesn't, you may not qualify for International VolumePost 1 rates. If the documentation does not reflect the characteristics of the actual mailing, we'll amend it to the most appropriate product and notify you of the change.

### Lodgement times for International VolumePost 1

There are three lodgement times for International VolumePost 1:

- **Standard** rates apply to mail lodged from offshore, or after 8am and before 12 noon Monday to Friday for lodgements lodged within New Zealand.
- **Afternoon** rates apply to mail lodged between 12 noon and 5pm Monday to Friday. Applies to lodgements lodged within New Zealand only.
- **Evening/weekend** rates apply to mail that is specifically asked to be processed after 5pm or on a weekend or public holiday. Available by prior arrangement with your New Zealand Post representative only.

### Lodgement times for International VolumePost 3

There are two lodgement times for International VolumePost 3.

- **Standard** rates apply to mail lodged from offshore, or after 8am and before 12 noon Monday to Friday for lodgements lodged within New Zealand.
- **Afternoon** rates apply to mail lodged between 12 noon and 5pm Monday to Friday. Applies to lodgements lodged within New Zealand only.

There is no evening/weekend rate for International VolumePost 3.

## Product codes for International VolumePost

Your Statement of Posting form requires an International VolumePost 1 or 3 code for your mail. Here's how the codes work:

VolumePost 1			
Size	Lodgement time	Product code [GST zero rated]*	Product code [GST exclusive]
Medium	Standard	IWXVP1MS	IWVP1MS
	Afternoon	IWXVP1MA	IWVP1MA
	Evening	IWXVP1ME	IWVP1ME
Large	Standard	IWXVP15S	IWVP15S
	Afternoon	IWXVP15A	IWVP15A
	Evening	IWXVP15E	IWVP15E

VolumePost 3			
Size	Lodgement time	Product code [GST zero rated]*	Product code [GST exclusive]
Medium	Standard	IWXVP3MS	IWVP3MS
	Afternoon	IWXVP3MA	IWVP3MA
Large	Standard	IWXVP35S	IWVP35S
	Afternoon	IWXVP35A	IWVP35A

\* Your lodgement will be GST zero-rated where New Zealand Post is responsible for the end to end service.

For example, if you lodge 1,000 medium envelopes from offshore, the International VolumePost code is IWXVP1MS (GST zero rated).

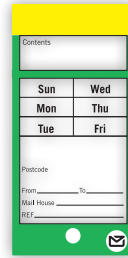
## Letter trays



To prepare your International VolumePost items using letter trays, simply:

- Place the items address side up and arrange them in letter trays so that the DirectPost PPI is on the top right hand corner of the envelope, facing the front of the tray. Make sure each letter tray weighs no more than 12kg. If it weighs more than this, split your mail into two or more trays.
- Label your letter trays (see below).
- Lodge your mailing at the International Mail Centre, Auckland.

## Labelling your letter trays



All letter trays must have a correct New Zealand Post tray label attached. The tray label must include:

- The postcode range that applies to your items within the tray i.e. the first and last postcode numbers (**applies to International VolumePost 1 only – not required for International VolumePost 3**).
- The day of lodgement marked to identify when your mail was lodged with New Zealand Post (if known).
- A customer reference code (e.g. customer or mailing house reference)

### Remove the yellow tab from the label.

You can order your tray labels by contacting your New Zealand Post representative.

### Returned mail

New Zealand Post regularly monitors mail that is returned to sender. If your returns are higher than our acceptable rate (currently 5% of each lodgement) we have the discretion to charge full International Standard Post™ rates for any returned mail above that rate.

For more information about International VolumePost: Please contact your New Zealand Post representative or visit our website at [www.international.nzpost.com](http://www.international.nzpost.com).

The standard terms and conditions of the products and services offered by New Zealand Post Limited, including information on the extent of our liability, are set out in the Public Contract and the Postal Users' Guide. These are available for reference at PostShop™ stores and selected New Zealand Post retail outlets, or can be viewed on our website at [www.nzpost.co.nz/terms](http://www.nzpost.co.nz/terms). Other conditions for New Zealand Post Account customers are contained in the terms and conditions provided when credit was arranged. New Zealand Post reserves the right to change the price and product specifications. PrintPost™, SendRight™, DirectPost™, Standard Post™ and PostShop™ are trade marks of New Zealand Post Limited.