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IOSS

# Operational Guideline

# IOSS operational guideline

## Adaptation on the label & data transmission

- No IOSS on the item label
- No CN22 or CN23 document
- IOSS to be mentioned on the bag/pallet label (see example in page 4)
- In the Integration manual, it will be explained how IOSS number and other info to be transmitted (e.g. encrypted IOSS number needed to be added into manifest file: each number need to be linked to a bag barcode)

# How to prepare your shipments for IOSS

REW to BE	IOSS EU
Bag identification - Label	IOSS on bag label
Item identification - Addresses (from/to)	From (Sending address on the item label): Shipper's name (LandMark Global client) OR Seller's name (if already passed today) POBOX XXXXX (related to that client) EMC Building 829C 1934 Zaventem – Brucargo To: EU address
Accompanying documents (item level)	no CN22, no CN23
Data transfer (from customer to bpost)	Item Level Info IOSS Number (BIS: manifest; Mercury: API) IOSS AWB (BE & REU could be mixed)
Content identification code length	6digits HS code

# How to adapt your label for IOSS

## Indicate IOSS on bag label or pallet label

! Please do not mention your IOSS number on the label !

Add Clearance Mode on bag Label  
(MiniPak EU, MiniPak T&T)

1. Service
2. Company Name
3. Contract Number
4. Clearance Mode
  - **IOSS**
  - TT
  - YS
  - DDU BE
  - DDP BE
5. Destination Country
6. Postal Format
7. Bag Barcode

Please scan the barcode

Please place here your barcode for Track & Trace on receptacle.

Identification

Customer name

Contract number

N° Deposit doc. (Last 3 digits)

Service

☐ Volumail (paper)

☐ MiniPak (goods)

Sorted Track & Trace on receptacle level

Country

Format ☐ P ☐ G ☐ E ☐ PGE

Destination

EMC Brucargo

Building 829 C, 1931 Zaventem, Belgium

bpost International

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Add Clearance Mode on bag Label  
(MiniPak Scan, Dragon Scan, MaxiPak Scan\*, MaxiPak Sign)

1. Service
2. Company Name
3. Contract Number
4. Clearance Mode
  - **IOSS**
  - TT
  - YS
  - DDU BE
  - DDP BE
5. Destination Country
6. Bag Barcode
7. Value of Goods
  - No need to fill

Please scan the barcode

Please place here your barcode for Track & Trace on receptacle.

Identification

Customer name

Contract number

Pallet(s) / Bag(s) N° of

Service

☐ MiniPak Scan

☐ Dragon Scan

☐ MaxiPak Scan

☐ MaxiPak Sign

Destination

Country Name:

ISO Country Code:

Bags - Value of the Goods

☐ ≤ 22 €

☐ ≤ > 22 € (mixed bag)

Destination

EMC Brucargo

Building 829C, 1830 Machelen, Belgium

Priority Shipping

\* only for linehauls under postal transport