

Development specifications for the CN23 customs declaration

September 2020 version

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I. PURPOSE

The purpose of this document is to outline the method for developing the CN 23 customs declaration.

CN 23: this customs declaration is essential for shipping parcels to the French overseas departments as well as any other non-EU countries (including Andorra).

It must be printed out in A4 format.

II. DESCRIPTION OF INFORMATION ON CN 23 CUSTOMS DECLARATION

II.1 Lists of information

Data name	Length (maximum)	Obligatory/ Facultative	Comment
LA POSTE logo	--	O	Top left-hand corner
Issuing country of CN 23	25	O	To the right of the LA POSTE logo ("France")
"CN 23 Customs Declaration"	--	O	Constant, top right-hand corner
"Customs Reference"	--	O	Constant
Customs reference	10	F	Company's identification number for the customs declaration (approval number issued by French Customs)
"SENDER:"	--	O	Constant
Sender's name	35	O	
Sender's address 1	35	O	
Sender's address 2	35	F	
Sender's address 3	35	F	
Sender's postcode	9	O	
Sender's city	35	O	

Data name	Length (maximum)	Obligatory/ Facultative	Comment
Sender's country	10	O	
Phone number	10	F	
Mail address	80	F	
"RECIPIENT:"	--	O	Constant
Recipient reference	17	F	Réf.
Recipient's name	35	O	
Recipient's address 1	35	O	
Recipient's address 2	35	F	
Recipient's address 3	35	F	
Recipient's postcode	9	O	
Recipient's country	35	O	
Recipient's city	35	O	
Phone number	10	F	
Mail address	80	F	
Barcode of parcel no.	--	O	<p>The barcode needs to be the same as the La Poste label affixed to the parcel.</p> <p>To be filled in for items sent to French Overseas Territories (refer to the list of French Overseas Territories products provided in the appendix), Andorra (8V and 8L product) and abroad (refer to the list of inter products provided in the appendix)</p>
Parcel No.	17	O	
"Importer's reference / Recipient"	--	O	Constant
VAT No. /importer code"	35	F	
Importer's brand	35	F	
Importer's name	35	F	

Data name	Length (maximum)	Obligatory/ Facultative	Comment
Importer's address 1	35	O	
Importer's address 2	35	F	
Importer's address 3	35	F	
Importer's postcode	9	O	
Importer's country	35	O	
Importer's city	35	O	
Importer's Phone number	10	F	
Importer's Mail address	80	F	
" Detailed description of the content "	--	O	Constant Column Header
"Qty"	--	O	Constant Column Header
"Net Weight (kg)"	--	O	Constant Column Header
"Value (EUR) "	--	O	Constant Column Header
"Tariff number"	--	O	Constant Column Header
"Country of origin"	--	O	Constant Column Header
Description of content	35	O	Description of each article in one line.
Quantity	6	O	Quantity of each article to declare Format 2.3
Net Weight	5	O	Format: 2.2 in kg Net weight of goods
Value (EUR)	7	O	Format: 5.2 in Euros, unit value of the goods
Tariff number	10	O	Customs tariff code for the declared goods (obligatory for sales items only)
Country of origin	35	O	Country of origin of the goods written out in full (obligatory for sales items only)
"Total"	--	O	Constant
Total Weight	9	O	Weight of parcel
Total Value (EUR)	9	O	Total Quantity * Value lines
"Postal charges/Fees"	--	O	Constant

Data name	Length (maximum)	Obligatory/ Facultative	Comment
Cost of postal charges/Fees	--	O	Estimated cost of shipping costs including charges
"Category of item Explanation"	--	O	Constant
"Gift" box	--	O	Constant
"Documents" box	--	O	Constant
"Commercial sample" box	--	O	Constant
"Commercial item" box	--	O	Constant
"Returned goods" box	--	O	Constant
"Other" box	--	O	Constant
Category of item	TICK	O	Value of item
"Explanation"	--	F/O	The field is mandatory for the returned goods and other
"Office of origin/date of posting"	--	O	Constant
Office of origin - date of posting	35 + 10	O	Date format DD/MM/YYYY
"Comments:"	--	O	Constant
Comments	70	F	
"Licence No(s). of licences(s)"	--	O	Constant
"Licence" box	--	O	Constant
Licence No.	--	F	Obligatory if "Licence" box is ticked
"Certificate No(s). of certificate(s)"	--	O	Constant
"Certificate" box	--	O	Constant
Certificate No.	--	F	Obligatory if "Certificate" box is ticked
"Invoice No. of invoice"	--	O	Constant
"Invoice" box	--	O	Constant
Invoice No.	--	F	Obligatory if "Invoice" box is ticked
"I certify that the particulars..." ²	--	O	Constant (legal notice), to the left of the "Total in EUR" box

² I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous article or articles prohibited by legislation or by postal or customs regulations.

Data name	Length (maximum)	Obligatory/ Facultative	Comment
Date and signature of the sender	--	0	Constant

II.2 Instructions:

- Parcels can be one of the following: commercial sample, documents, gift, returned goods or other; tick the appropriate box(es)
- Provide up to 15 article lines per CN 23
- The value for "Total in EUR" should be the total amount of the Value EUR column * Qty
- The country of origin code should be written out in full
- Write the parcel No. underneath the parcel barcode
- The customs reference (if any) is allocated by French Customs

III. APPLICATION

III.1 General information

Copies to be issued:

- ➔ 4 hard copies of the CN 23 customs declaration (A4 format), to be provided with 2 hard copies of the invoice (sales or pro forma), in a transparent plastic wallet affixed to the parcel.

III.2 CN 23 customs declaration hard copy

4 hard copies must be provided in a transparent plastic wallet affixed to the parcel, which must also contain 2 hard copies of the invoice (sales or pro forma), for items being sent to the **French overseas departments and non-EU countries**.

To obtain an export tax receipt, a hard copy of the CN 23 customs declaration must be kept by the sender and validated by the date stamp provided by La Poste

See Appendix A for an example.

III.3 CN 23 with incorporated CN 11 copy

If using a Colissimo Domicile product - with or without signature OM (7A / 7Q / 8Q / 9B / 9D / 9W) - for the DOM (excluding Mayotte) only with the Free of Duties and Charges option, the CN11 form must be incorporated with the CN23 form.

See Appendix B for an example.

IV. GENERATECN23 METHODE

This method is used to generate a CN23 for products that require CN23. It is exposed to external customers and the OSC application (Parcel Tracking Tool)

The paragraphs below describe the data to be entered for the generateCN23 transaction.

IV.1 Requests

Parameters of the string type whose length exceeds the allowed length will be truncated to the right.

Data name	Format	Condition	Comment
contractNumber	N6	O	This is the customer number on 6 characters, provided by La Poste Colissimo when opening your customer account. N / A if the customer has entered the token in the fields
Password	AN6...15	O	Password associated with the customer number entered. It must be identical to that of your customer area N/A if the client has entered the token in the fields
Letter	SUB	O	Bloc : contains sub-fields and bloc related to the shipment (options, package, shipper, consignee, customs) List of sub-blocks (described below): <ul style="list-style-type: none"> • Service: product type and prices • Parcel: insurance and options • Sender: sender • Addressee: recipient • CustomsDeclarations: Customs
Field	SUB	N	
productCode	L		N/A
DepositDate	D	O	Ex : « 2015-12-23 »
mailBoxPicking	B		N/A
mailBoxPickingDate	D		N/A
VatCode	N	F	<i>Not used (internal use at La Poste only)</i>
vatPercentage	N	F	<i>Not used (internal use at La Poste only)</i>
VatAmount	N	F	<i>Not used (internal use at La Poste only)</i>
transportationAmount	N	F	Transport price in hundredth of euro. Ex: 4530 for 45,30€
totalAmount	N	C	Mandatory for packages requiring a CN23 declaration (cf. Error! Return source not found.Error! Return source not found.

Data name	Format	Condition	Comment
			Price including all taxes of the shipment in hundredth of euro.. Ex: 4530 for 45,30€
orderNumber	N0...30	F	N/A
commercialName	AN	C	N/A
returnTypeChoice	L		N/A
<i>parcelNumber</i>	AN13	O	Parcel number
<i>insuranceAmount</i>	N	F	Ad Valorem Insurance Amount (Cost of Insurance Range) Ex: 250 for 2.50 EURO International only (product codes CW, EW, CO) <i>Max 1500 Euros</i>
insuranceValue	N	F	Amount of insurance subscribed International only (product codes CW, EW, CO) Insured value. Max= 1500€ Pass 1230 for 12,30€ This value will be rounded to the nearest integer (Ex: 12 euros if 1232 is sent) By default, enter "0" (zero)
recommendationLevel	L	F	Recommendation level (cf. Error! Referral source not found.) May be "R1" or "R2" or "R3" Cf. Error! Return source not found. Error! Return source not found.
Weight	N	O	Weight of the package in kg (cf. Error! Return source not found.) Ex: "5.50" In the case of a return offer with CN23, this corresponds to the maximum sum of (quantity*net unit weight) of all declared items. PTA is the total weight of the items and PR the weight of the return package if PTA > PR then the system displays "The total weight of the items in your shipment cannot exceed the weight originally declared for the package" otherwise if PTA = PR then the process continues normally
nonMachinable	B	F	Change to true to indicate that the package size is non-standard (not mechanizable) By default, enter "0" (zero) Cf. Error! Return source not found. Error! Return source not found.
COD	B	F	Change to true if delivery is COD (Cash On Delivery) By default, enter "0" (zero)

Data name	Format	Condition	Comment
			Cf. Error! Return source not found. Error! Return source not found.
CODAmount	N	F	Amount expected upon cash on delivery By default, enter "0" (zero)
returnReceipt	B	F	Notice of receipt (0 = no; 1 = yes) By default, enter "0" (zero) Cf. Error! Return source not found. Error! Return source not found.
Instructions	AN0...70	F	Additional instructions for delivery (ex : "left to inside gate")
pickupLocationId	N6		N/A
Ftd	B	F	For Overseas Shipments Only Indicates if the package is free of taxes and duties By default, enter "0" (zero) Cf. Error! Return source not found. Error! Return source not found.
ddp	B	F	For international shipments Indicates if the package is ddp By default, enter "0" (zero) Cf. Error! Return source not found. Error! Return source not found.

IV.1.1 Soap request example

If you are using the SOAP protocol, the La Poste – Colissimo Web Service can be accessed at the following address:

<https://ws.colissimo.fr/sls-ws/SlsServiceWS/2.0?wsdl>

✓ Extract of an input XML request with ZPL output (soapUI view) with generateCN23

```
<generateCN23Request>
  <contractNumber>MY_LOGIN</contractNumber>
  <password>MY_PASSWORD</password>
  <letter>
    <service>
      <productCode></productCode>
      <depositDate>2020-12-23</depositDate>
      <transportationAmount>1040</transportationAmount>
      <totalAmount>1222</totalAmount>
      <returnTypeChoice>2</returnTypeChoice>
    </service>
    <parcel>
      <parcelNumber>EY951856220FR</parcelNumber>
    </parcel>
  </letter>
  <weight>3</weight>
  <nonMachinable>false</nonMachinable>
  <ddp>0</ddp>
</generateCN23Request>
```

```

    </parcel>
  <customsDeclarations>
    <includeCustomsDeclarations>1</includeCustomsDeclarations>
    <contents>
      <article>
        <description>Article important4</description>
        <quantity>1</quantity>
        <weight>1</weight>
        <value>55</value>
        <hsCode>250000</hsCode>
        <originCountry>FR</originCountry>
        <!--<vatAmount>6</vatAmount>-->
        <customsFees>0</customsFees>
      </article>
      <category>
        <value>1</value>
      </category>
    </contents>
  </customsDeclarations>
  <sender>
    <senderParcelRef>senderParcelRef</senderParcelRef>
    <address>
      <companyName>companyName</companyName>
      <lastName>lastName</lastName>
      <firstName>firstName</firstName>
      <line0>line0</line0>
      <line1>line1</line1>
      <line2>line2</line2>
      <line3>line3</line3>
      <countryCode>FR</countryCode>
      <city>paris</city>
      <zipCode>75006</zipCode>
      <phoneNumber>0123456789</phoneNumber>
      <mobileNumber>0677777777</mobileNumber>
      <doorCode1></doorCode1>
      <doorCode2></doorCode2>
      <email>email@email.fr</email>
      <intercom></intercom>
      <language>FR</language>
    </address>
  </sender>
  <addressee>
    <addresseeParcelRef>addresseeParcelRef</addresseeParcelRef>
    <address>
      <lastName>lastName</lastName>
      <firstName>firstName</firstName>
      <line0>line0</line0>
      <line1>line1</line1>
      <line2>line2</line2>
      <line3>line3</line3>
      <countryCode>JP</countryCode>
      <city>Tokyo</city>
      <zipCode>1234567</zipCode>
      <phoneNumber>0133223345</phoneNumber>
      <mobileNumber>0623456745</mobileNumber>
    </address>
  </addressee>
</parcel>

```

```

        <doorCode1>doorCode1</doorCode1>
        <doorCode2>doorCode2</doorCode2>
        <email>email@email.fr</email>
        <intercom></intercom>
        <language>FR</language>
    </address>
</addressee>
</letter>
<fields>
  <field>
    <key>OUTPUT_PRINT_TYPE_CN23</key>
    <value>PDF_A4_300dpi</value>
  </field>
</fields>
</generateCN23Request>

```

✓ **Extract of the XML response with the xop link (soapUI view)**

```

<ns2:generateCN23Response xmlns:ns2="http://sls.ws.coliposte.fr">
  <return>
    <messages>
      <id>0</id>
      <messageContent>La requête a été traitée avec succès</messageContent>
      <type>INFOS</type>
    </messages>
    <cn23>
      <xop:Include href="cid:ac5cc869-f232-4462-978e-8e21fd49a3eb-33@cxf.apache.org"
xmlns:xop="http://www.w3.org/2004/08/xop/include"/>
    </cn23>
  </return>
</ns2:generateCN23Response>

```

IV.1.2 Rest request example

If you are using the REST protocol, the La Poste – Colissimo Web Service can be accessed at the following address:

<https://ws.colissimo.fr/sls-ws/SlsServiceWSRest/2.0? wadl>

✓ **Extract of an input json request with ZPL output (soapUI view) with generateCN23**

```

{
  "contractNumber": "MY_LOGIN",
  "password": "MY_PASSWORD",
  "letter": {
    "service": {
      "productCode": "",
      "depositDate": "2020-12-23",
      "transportationAmount": 1040,
      "totalAmount": 1222,
      "returnTypeChoice": 2
    }
  }
}

```

```
},
"parcel": {
  "parcelNumber": "EY951856220FR",
  "weight": 3,
  "nonMachinable": false,
  "ddp": 0
},
"customsDeclarations": {
  "includeCustomsDeclarations": 1,
  "contents": {
    "article": [
      {
        "description": "Article important",
        "quantity": 1,
        "weight": 1,
        "value": 55,
        "hsCode": "250789",
        "originCountry": "FR"
      }
    ],
    "category": {
      "value": 1
    }
  }
},
"sender": {
  "senderParcelRef": "senderParcelRef",
  "address": {
    "companyName": "companyName",
    "lastName": "lastName",
    "firstName": "firstName",
    "line0": "line0",
    "line1": "line1",
    "line3": "line3",
    "line3": "line3",
    "countryCode": "FR",
    "city": "Paris",
    "zipCode": "75006",
    "phoneNumber": "0123456789",
    "mobileNumber": "0612345678",
    "email": "email@email.fr"
  }
},
"addressee": {
  "addresseeParcelRef": "addresseeParcelRef",
  "address": {
    "lastName": "lastName",
    "firstName": "firstName",
    "line0": "line0",
    "line1": "line1",
    "line2": "line2",
    "line3": "line3",
    "countryCode": "JP",
    "city": "Tokyo",
    "zipCode": "1234567",
  }
}
```



```
    "phoneNumber": "0123456789",
    "mobileNumber": "0612345678",
    "email": "email@email.fr"
  }
},
"fields": {
  "customField": [
    {
      "key": "OUTPUT_PRINT_TYPE_CN23",
      "value": "PDF_A4_300dpi"
    }
  ]
}
}
```

✓ **Extract of the output response (soapUI view)**

```
<data contentType="multipart/mixed; boundary="uuid:fa855c82-4711-478c-993b-9ddf0ff52ca4"; charset=UTF-8" contentLength="190298"><![CDATA[{"messages":[{"id":"0","type":"INFOS","messageContent":"La requête a été traitée avec succès","replacementValues":[]}]}]]></data>
```

V. APPENDICES

V.1 Appendix A: example of the CN 23 form

FRANCE				DECLARATION EN DOUANE CN23	
			Référence en Douane 0		
EXPEDITEUR Référence expédition Société COLISSIMO Contact SOPHIE HOUBART Adresse 9 RUE DU COLONEL PIERRE AVIA CASE POSTALE C208 C.P. 75757 Ville PARIS CEDEX FRANCE N° de tél : +33667181516 / Fax : Mail : sophie.houbart@LAPOSTE.FR			 9V 03389 43501 2		
DESTINATAIRE Réf Société TESTING Contact Mme TEST TEST Adresse ADRESSE VOIE ETAGE BATIMENT RESIDENCE C.P. AD500 Ville ANDORRA LA VELLA ANDORRE N° de tél : +33100000000 Mail : s.h@laposte.fr			REFERENCE DE L'IMPORTATEUR / DESTINATAIRE N°TVA : Société : Contact : Adresse : CP : Ville : Tel : Portable :		
Description détaillée du contenu	Qté	Poids net kg	Valeur EUR	N°tarifaire	Pays d'origine
Jeans	6	0,500	67,00	11133377	FRANCE
Total :		3,000	402,00	Frais de port/Frais	17,84 EUR
Catégorie de l'envoi <input checked="" type="checkbox"/> Cadeau <input type="checkbox"/> Echantillon <input type="checkbox"/> Vente de marchandise <input type="checkbox"/> Document <input type="checkbox"/> Retour de marchandise <input type="checkbox"/> Autre Explication :			Bureau d'origine/date de dépôt GENNEVILLIERS PFC - 09/03/2018		
Observations :			Je certifie que les renseignements donnés dans la présente déclaration en douane sont exacts et que cet envoi ne contient aucun objet dangereux ou interdit par la législation ou la réglementation postale ou douanière Date et signature de l'expéditeur		
<input type="checkbox"/> Licence N° de la /des licences		<input type="checkbox"/> Certificat N° du /des certificats		<input type="checkbox"/> FACTURE N° de la facture	

V.2 Appendix B: example of CN 23 form with incorporated CN 11

NB: The CN 11 section should be produced if the FDC option with the 7A/7Q / 8Q /9B/9D product (EXPERT OVERSEAS) for shipments to French overseas departments only.

FRANCE		DECLARATION EN DOUANE CN23				
EXPEDITEUR Société LA POSTE DIOM Contact LA POSTE DIOM Adresse COLISSIMO SERVICE FACTURATION 3 RUE DES REMPARTS C.P. 93196 Ville NOISY LE GRAND CEDEX FRANCE N° de tél : 0155446636 / Fax : Mail :		Référence en douane  8Q 53686 13373 9				
DESTINATAIRE Réf. Société Contact TEST TEST Adresse ETAGE COULOIR APPARTEMNT BATIMENT RESIDENCE ROUTE DE CHAUVEL COMPLEMENT ADRESSE C.P. 97139 Ville LES ABYMES GUADELOUPE N° de tél : +33100000000 / Fax : Mail : s.h@laposte.fr		REFERENCE DE L'IMPORTATEUR / DESTINATAIRE N° TVA / code importateur Société Contact Adresse C.P. Ville Té Portable Mail				
Description détaillée du contenu		Qté	Poids net unitaire (kg)	Valeur unitaire (EUR)	N° tarifaire	Pays d'origine
jeans		1	3.000	69.00		FRANCE
		Total	3.000	69.00	Frais de port :	30.36 EUR
Catégorie de l'envoi <input checked="" type="checkbox"/> Cadeau <input type="checkbox"/> Echantillon <input type="checkbox"/> Vente de marchandise <input type="checkbox"/> Document <input type="checkbox"/> Retour de marchandise <input type="checkbox"/> Autre (veuillez préciser) Explication :		Bureau d'origine / date de dépôt GENNEVILLIERS PFC - 09/03/2018				
Observations : <input type="checkbox"/> Licence : <input type="checkbox"/> Certificat : <input type="checkbox"/> Facture : N° de la / les licences : N° du / des certificats : N° de la facture :		Je certifie que les renseignements donnés dans la présente déclaration en douane sont exacts et que cet envoi ne contient aucun objet dangereux ou interdit par la législation ou la réglementation postale ou douanière. Date 09/03/2018 signature de l'expéditeur				
FORMULAIRE FRANC DE TAXES ET DE DROITS (CN11)						
Droits de douane						
Taxe de présentation en douane						
Total TTC						
L'envoi doit être remis franc de taxes et de droits que je m'engage à payer.			Timbre à date du bureau destinataire			
Signature de l'expéditeur						
FORMULAIRE A RETOURNER AU BUREAU D'ECHANGE						

V.3 Appendix C: French Overseas Territories (OM) products

7A	Colissimo Home - with signature on delivery – OM (Colissimo Domicile - avec signature – OM)
7Q	Colissimo Home - with signature on delivery – OM (Colissimo Domicile - avec signature – OM)
8B	Colissimo Home - without signature on delivery -- POSTAGE-PAID OM (Colissimo Domicile - sans signature -- PREAM OM)
8F	Colissimo Home - with signature on delivery -- POSTAGE-PAID OM (Colissimo Domicile - avec signature -- PREAM OM)
8I	Colissimo Home - without signature on delivery -- SMART STAMPING MACHINE OM (Colissimo Domicile - sans signature -- MAI OM)
8M	Colieco -- OM
8Q	Colissimo Home - without signature on delivery – OM (Colissimo Domicile - sans signature – OM)
8S	Colieco -- POSTAGE-PAID OM (Colieco -- PREAM OM)
9B	Colissimo Home - without signature on delivery -- WEB OM (Colissimo Domicile - sans signature -- WEB OM)
9D	Colissimo Home - with signature on delivery -- WEB OM (Colissimo Domicile - avec signature -- WEB OM)
9W	Colissimo Eco -- OM

V.4 Appendix C: International (INTER) products

7E	Direct Injection GERMANY
7F	Direct Injection BELGIUM
7G	Direct Injection SWITZERLAND
7H	Direct Injection GB
7I	Direct Injection SPAIN
7J	Direct Injection ITALY
7K	Direct Injection PRIMEMAIL
7R	Colissimo Retour -- INTER (7R)
8E	Colissimo Expert -- INTER (8E)
CA	Colissimo Home - without signature on delivery -- INTER (CA) (Colissimo Domicile - sans signature -- INTER (CA))
CB	Colissimo Home - with signature on delivery -- INTER (CB) (Colissimo Domicile - avec signature -- INTER (CB))
CD	Colissimo Expert -- INTER (CD)
CG	Colissimo Collection Point - parcel locker-- INTER (CG) (Colissimo Point Retrait - en consigne -- INTER (CG))
CH	Colissimo Expert -- POSTAGE-PAID INTER (CH) (Colissimo Expert -- PREAM INTER (CH))
CI	Colissimo Collection Point - post office -- INTER (CI) (Colissimo Point Retrait - en bureau de poste -- INTER (CI))

CJ	Colissimo Expert -- MAI INTER (CJ)
CL	Colissimo Home - without signature on delivery -- INTER (CL) (Colissimo Domicile - sans signature -- INTER (CL))
CP	Colissimo Expert -- INTER (CP)
CQ	Colissimo Home - without signature on delivery -- PROFIL INTER (CQ) (Colissimo Domicile - sans signature -- PROFIL INTER (CQ))
CS	Colissimo Collection Point - parcel locker-- PROFIL INTER (CS) (Colissimo Point Retrait - en consigne -- PROFIL INTER (CS))
CU	Colissimo Collection Point - at post office -- PROFIL INTER (CU) (Colissimo Point Retrait - en bureau de poste -- PROFIL INTER (CU))
CX	Colissimo Expert -- WEB INTER (CX)
CY	Colissimo Expert -- INTER (CY)
EX	Colissimo Expert -- KPG WEB INTER (EX)
EY	Colissimo Expert -- KPG INTER (EY)
LC	Colissimo Home - without signature on delivery -- INTER (LC) (Colissimo Domicile - sans signature -- INTER (LC))