



**TECHNOLOGICAL GUIDELINES FOR THE USE OF AN ELECTRONIC POSTING LIST
FOR THE DISPATCH OF ITEMS OF CORRESPONDENCE**

Dear Customer,

With this guide Magyar Posta Zrt. (hereinafter: 'Posta') wishes to assist its customers in technical issues arising during the use of the electronic posting list for the dispatch of items of correspondence.

This guide is published as supplementary information to the effective General Terms and Conditions for Postal Services (hereinafter: 'PS GTC'), and the provisions of this guide are applicable only if the conditions of the PS GTC are simultaneously fulfilled. The PS GTC are available on the website of Magyar Posta: [GTC FOR POSTAL SERVICES](#)

We hope that we are able to provide you with all the information you require. Should you have any unanswered questions or require further information on the subject, please do not hesitate to contact your postal contact person or our telephone customer service at +36-1-767-8272. For more information about our services, please visit WWW.POSTA.HU.

We wish you further successful cooperation with

Magyar Posta Zrt.

1. General Conditions

- 1) Posta's contractual partners must use a paper or electronically generated dispatch document to dispatch the postal items covered by the contract. The use of an electronic posting list helps to speed up the collection of postal items by providing state-of-the-art tools to support the postal acceptance of postal items to be dispatched.
- 2) The use of the electronic posting list shall be provided by Posta exclusively at the postal service points connected to the Integrated Postal Network and at the locations designated as collection points for items of correspondence in the document titled [OPERATIONAL COLLECTION POINTS](#) published on the Posta website.
- 3) The IT requirements for the electronic posting list data files are set out in the electronic posting list technical specifications in force, which are made available to customers free of charge by Posta. The detailed conditions required to ensure the two-way communication of electronic posting list data files to the Posta via the Office storage space (hereinafter: 'Office Gateway') and their reception are set out in the document titled 'Technological Guidelines for Data Communication via the Office Gateway'.
- 4) The current portfolio of products/services should always be taken into account when generating the electronic posting list dataset.
- 5) The electronic posting list can be created
 - a) with the ePostakönyv application provided free of charge by Magyar Posta, or
 - b) with a program developed by the customer on the basis of the technical guide to the electronic posting list published on the website of Magyar Posta and tested by the Magyar Posta before use to ensure that the application functions properly and that template files are available, or
 - c) with a program developed by a software development company on the basis of the technical guide to the electronic posting list published on the website of Magyar Posta and made available after preliminary testing and certification by Magyar Posta.

2. Inspection of data files

- 1) The dispatching of the postal item can only start after the postal inspection of the electronic posting list data file (xml file) and the receipt of the Certificate of Compliance. For inspection, the files must be sent to bevizsgalo@posta.hu. Postal inspection of the electronic posting list file is performed by the Inspection Laboratory at the latest within 5 working days of receipt.
- 2) The Posta considers the Certificate valid
 - a) for a limited period of time, up to 5 years from the date of the inspection according to the Certificate (validity period indicated on the Certificate);
 - b) Certificates issued before 1 January 2019 until 1 January 2024.

3. Types of postal items that may be sent via electronic posting list

- 1) The electronic posting list allows the dispatching of all of the following items of correspondence:
 - a) domestic and international priority and non-priority letters (postcards, picture postcards) (letter);
 - b) priority and non-priority identified letters (postcards, picture postcards) (letter);
 - c) national and international postal items with Braille lettering (letter);
 - d) official documents;
 - e) domestic reply postal items;

- f) contractual discount direct mail (k-dm);
- g) ⁻¹;
- h) contractual discount direct identified mail (k-dm);
- i) 'M' sack (form addressed abroad);
- j) ⁻²
- k) ⁻³
- l) ⁻⁴
- m) business letters;
- n) business DME postal items.

2) For domestic items of correspondence within the scope of the universal postal services under paragraph 1 (a) to (h), sent via electronic posting list, our customers receive a discount according to the current business discount system as published in the PS GTC. To qualify for the discount, the customer must post their postal items in full on the agreement identifiers included in the discount, accompanied by an electronic posting list for each dispatch.

4. Delivery-acceptance of data files

1) The Posta processes the data obtained in connection with the use of the electronic posting list in accordance with the provisions of Act CLIX of 2012 on Postal Services and the information on postal services in the [PRIVACY NOTICE](#) published on the Posta website. The delivery-acceptance of the electronic posting list data files and the dispatch of postal items may be performed in the manner indicated in Sections 4.1 to 4.2/A and 5.

2) The electronic posting list data files may be sent in one file (in 1 xml structure), while – unless otherwise stipulated in the relevant written agreement – Posta will accept mail items without a printed, paper-based posting list, subject to the submission of a digitally signed and time-stamped .PDF file that includes mail item data in the form of an embedded XML file.

3) In the case of an emergency, the transfer of the electronic posting list data file can also be done by using a USB stick (e.g.: failure to send to an e-mail address, unavailability of the FTP server, or internet failure).

4) If the file transfer on the Office Gateway fails, the electronic posting list data files can be sent by e-mail or via FTP server. In these cases, only xml files can be transferred. The confirmations are sent in accordance with the terms and conditions agreed for the transfer method of the data file.

4.1. Sending to an e-mail address

1) The electronic posting list data files should be sent to the following address up to a maximum size of 10 Mbytes:

efeladas@posta.hu

2) ⁻⁵

3) The postal system sends automatic messages on the transactions relating to the files sent to the e-mail address. Information on the receipt of the electronic posting list, including any errors, is sent to the e-mail address used for sending. The e-mail on the receipt of the electronic

¹ Repealed on 1 December 2019.

² Repealed on 1 January 2022.

³ Repealed on 30 March 2020.

⁴ Repealed on 1 January 2022.

⁵ Repealed on 1 July 2019.

posting list contains a list identifier, which is required for the dispatch of the postal items. The e-mail confirming the receipt of the electronic posting list or, failing this, at least the list identification number (IKR_no.) contained therein and, for senders with a separate written contract, the contract identification number associated with the customer code must be made available to Posta the time of collection.

4) After collection, a system message containing the data of the collected postal items is sent primarily to the e-mail address specified in the electronic posting list file, or, in the absence thereof, to the e-mail address assigned to the customer's contract ID or customer code. The Posta does not guarantee the receipt of the automatic system message(s) or the data file containing the details of the postal items collected if the Customer has not provided their e-mail address or has provided it incorrectly.

4.2. Via FTP server

1) The Posta shall provide its contracted customers or, on the basis of a contracted customer's individual provision, its related third parties, with the option to upload the electronic posting list data files to its FTP server. In the case of data communication via the FTP server, automatic system messages are sent to the e-mail address assigned to the customer's storage space.

2) For the use of the FTP server interface, for identification and authentication purposes, the Posta shall only provide customers with the use of a public-private key pair. The use of a unique username and password pair is provided by the Posta only for users requested and created before 20 January 2021, until their replacement by a key pair. Customers are obliged to treat the unique user identification data used for logging in in accordance with the applicable data protection regulations.

3) If there is suspicion that any element of the individual user identification data used for logging in has been disclosed to unauthorised persons, the Customer must immediately notify the Posta by telephone or e-mail via their postal contact person.

4) If the file(s) uploaded by the Customer are infected with a virus, the Posta shall be entitled to delete such file(s) without prior warning and shall inform the Customer thereof.

5) The Customer may only and exclusively upload xml files onto the FTP server interface and may not upload data, the public disclosure of which would be contrary to law. In the case of breaching of this obligation, the Customer shall be solely responsible and the Posta shall be entitled to delete such data without prior warning and shall inform the Customer of thereof.

6) The Posta shall provide the Customer with access to the FTP site free of charge.

7) Details of how to use the data communication are set out in [APPENDIX 1](#) to this document.

8) The Customer may also request that the data files containing the data of the collected postal items, which are created after collection, be authenticated, electronically signed and time-stamped. In this case, the Posta recognises the collection after the postal items have been collected only in the form of an electronically authenticated collection data file, which is uploaded to the Customer's FTP storage space. The electronically authenticated data files replace the document certifying dispatch and, in this context, a paper-based posting list is not printed.

9) If the establishment of an FTP server connection is requested by

- a) the contracted customer of the Posta for a third party related to it, then their;

b) the third party related to the contracted customer of the Posta directly, then the Posta's contracted customer's authorisation (or contract) confirming their consent, on the basis of which the establishment of an FTP server connection is requested, shall be provided to the Posta simultaneously with the submission of the request.

10) Magyar Posta shall not be liable for any damage resulting from the unsecure handling of authentication data (unique data identifying the user used for logging in) provided by Magyar Posta for logging on to the FTP portal or from the transfer of such data to third parties as a result of the activities of a person who has been granted access rights.

4.2/A. Via the Office Gateway

1) For its customers using an Office Gateway, the Posta ensures that they can also submit their electronic posting list data files via this channel and have access to the files containing the collection data of the postal items.

2) The electronic posting lists must be submitted in KRX (KER) format via the Office Gateway and must contain the 'EFJ' document identifier to ensure their clear identification.

3) The Posta will always send a confirmation via the Office Gateway of the successful or unsuccessful result of the processing of the electronic posting list from the downloaded data file in KRX (KER) format.

4) The postal items collected on the basis of an electronic posting list are recorded in a file titled 'Collected.xml', which shall be sent by the Posta to the Office Gateway from which the electronic posting list was sent. It is possible to receive the data file of collected postal items via a different Office Gateway if an alternative Office Gateway is set as the hosting address for the agreement identifier.

4.3. -⁶

4.4. -⁷

5. Posting conditions

1) The postal items must be handed over by sender in the order shown on the electronic posting list: unregistered (ordinary) postal items by postal item type, weight and number of items, and registered postal items by price factor, in ascending order of the postal item identifier numbers.

2) If not all postal items from the electronic posting list (sent by e-mail, FTP server or via Office Gateway) could be collected by the collection location referred to in Section 1 (2), the data of the postal items not collected will automatically be placed on hold (for 30 days), awaiting subsequent collection. In this case, the customer does not have to repeat the data transfer, i.e. it is not necessary to resubmit the data of the postal items on hold at the next dispatch.

3) The Posta may refuse to collect postal items with an electronic posting list if the data file and/or the data carrier submitted/recorded on the data carrier is not suitable for automated collection due to the fault of the customer.

4) Typical obstacles to collection include:

- a) the data file is inadequate, missing, or not or incorrectly readable (corrupted);

⁶ From the date of entry into force of the amendment (1 July 2019), the provisions of this Section are contained in Section 4 (3).

⁷ Repealed on 1 July 2019.

- b) the data carrier is not readable (in the case of a USB stick);
- c) the customer and agreement identifiers are not correctly indicated;
- d) a posting list with the same data content has already been recorded in the system;
- e) ⁸
- f) the postal item data were not generated according to the technical specifications of the electronic posting list;
- g) the product/service portfolio change is not updated by the customer;
- h) the data carrier contains a virus or other malicious software;
- i) the comment field of the electronic posting list contains data that is inconsistent or incompatible with the terms and conditions of dispatch of the product/service.

5) If, for the reasons listed in the above points or for any other reason, it is not possible to include the postal items in the electronic posting list, the customer may, after correction of the data file, initiate the dispatch with a new submission, by means of a data carrier or by re-uploading the data to the FTP server/Office Gateway. If the data file is not corrected, the dispatch can only be executed by handing over a paper-based posting list. Failure to do so may result in a cancellation of the current day's collection due to the time involved, and in such cases, the fate of the postal items is agreed between the Posta and the customer without delay.

6) If a franking machine is used, the electronic posting list data file must also indicate the starting and closing positions of the machine counters (the starting position must always be higher than the closing position). If the postal items are on several electronic posting lists, they must also be franked in several groups. In this case, the counter positions must be read per group and included in the electronic posting list data file corresponding to the group.

7) The customer must take immediate action to update the software that generates the electronic posting list data file due to a change in the product/service portfolio and to resolve any IT problems with the software, or (if the customer has purchased the software) contact the software developer.

8) The name of the sender marked in the electronic posting list may be the name of a natural person or organisation which must be the same as the name of the sender given on the physical mail item. This is the information that appears on the notification in case of unsuccessful delivery and among the sender's data of the delivery confirmation. If the mail item is dispatched by a mail consolidator, the consolidator and the client must both be marked in the sender's field of the electronic posting list. As an address for return delivery, the address of the client in Hungary may be given instead of the address of the mail consolidator in Hungary provided this is laid down in a separate written contract entered into between the mail consolidator and Magyar Posta and on this basis the mail consolidator entrusts the client to accept mail items.

6. Terms and conditions for customers considered individual developers

1) A customer, who has personally developed the software that generates the electronic posting list data file is considered to be an individual developer.

2) The Customer is obliged to update the software on the basis of the information provided by the Posts by the deadline specified by the Posts and to have it re-tested in the event of a change in the product/service portfolio.

⁸ Repealed on 1 July 2019.

- 3) The customer shall treat the information provided by the Posta as confidential until its official publication, shall not disclose it to the public and shall provide it to a third party only for the purpose of updating the software, while requiring that the information be treated as confidential.
- 4) If the customer does not update or does not update correctly the software for generating the electronic posting list data file, it may not be used for dispatching after the deadline set by the Posta.
- 5) The Posta may request the clarification of the electronic posting list (or the delivery of a paper-based posting list) with the proviso that no postal items will be accepted until the clarified data have been received (or the paper-based posting list has been delivered).
- 6) If the customer fails to comply with the conditions set out in this Section, the Posta shall be entitled to refuse to dispatch the postal items recorded in the electronic posting list.

7. Terms and conditions for users of the ePostakönyv (Web-based electronic posting list creation system)

- 1) The ePostakönyv is a web-based application available on the Posta's website that supports the generation and automatic submission of electronic posting lists for items of correspondence.
- 2) Prerequisites for use
 - a) for a natural person customer, the completion of a simple registration in accordance with Section 4.1.1 of the '[GTC FOR CERTAIN ELECTRONIC SERVICES AND BUSINESS APPLICATIONS](#)' or authentication of such registration in accordance with Section 4.2.1;
 - b) for an organisation, a simple registration in accordance with Section 4.1.2 of the '[GTC FOR CERTAIN ELECTRONIC SERVICES AND BUSINESS APPLICATIONS](#)';
 - c) for customers with a separate written contract, the completion of a certified registration process in accordance with Section 4.2.2 of the '[GTC FOR CERTAIN ELECTRONIC SERVICES AND BUSINESS APPLICATIONS](#)' (company registration by the Posta and the assignment of users authorised to use the application). In the case of the submission of the Data Request Form for the provision of registration data, the Posta expects it to be sent from the organisational e-mail address indicated as the contact data registered by the Posta under the separate written contract. By returning the Data Request Form to the Posta, the user automatically accepts the terms and conditions set out in the '[GTC FOR CERTAIN ELECTRONIC SERVICES AND BUSINESS APPLICATIONS](#)'.
- 3) Dispatch documents that can be generated using the ePostakönyv application

The electronic posting list allows the dispatching of all of the following items of correspondence:

- a) domestic and international priority and non-priority letters (postcards, picture postcards) (letter);
- b) priority and non-priority identified letters (postcards, picture postcards) (letter);
- c) national and international postal items with Braille lettering (letter);
- d) official documents;
- e) contractual discount direct mail (k-dm);
- f) contractual discount direct identified mail (k-dm);
- g) ⁹;
- h) 'M' sack (form addressed abroad);

⁹ Repealed on 1 December 2019.

- i) ⁻¹⁰
- j) ⁻¹¹
- k) ⁻¹²

4) Pursuant to Section 2, the electronic posting list data files generated by the ePostakönyv application do not need to be inspected in advance.

5) **INFORMATION** regarding data processing in the ePostakönyv application is available on the Posta's website.

8. Availability of the ePostakönyv application

1) The technical background required for the proper functioning of the web application supporting the generation and automatic submission of electronic posting lists for items of correspondence:

- a) client operating system and application environment: Windows 10 or equivalent operating system;
- b) supported browsers: Chrome; Firefox; Safari; Samsung Internet; Internet Explorer (using the latest version numbers of the browsers);
- c) hardware: minimum 5th generation computer; 0.5 GB free memory with applications running; minimum free internet bandwidth of 2 Mb/s.

2) Availability parameter of the ePostakönyv application subject to the availability of the technical requirements indicated above:

Service period per week [days x hours]	7*24
Availability per month within the service period	98%
Maximum monthly downtime [hours] under the responsibility of the Posta within the service period, excluding planned and announced downtime	15
Maximum single downtime [hours] within the service period, excluding planned and announced downtime	6
Maximum number of maintenance downtimes per year	12

3) Posta investigates sender complaints regarding the availability of the ePostakönyv online application only if the **AVAILABILITY PERIOD** agreed to in accordance with paragraph 2) has not been met in the calendar month of the date of submission of the data file, which failed according to the complaint of the sender.

4) In the case of a complaint concerning the availability of the ePostakönyv online application, the sender must

- a) provide information to the Posta on the days on which the ePostakönyv application was not available on the Posta's website during the preparation of the items of correspondence for posting, and the period of time during which the application was unavailable, and

¹⁰ Repealed on 1 January 2022.

¹¹ Repealed on 30 March 2020.

¹² Repealed on 1 January 2022.

- b) must certify to the Posta that the dispatching of the items of correspondence was performed on the day of the attempted posting or on the following working day, without the lower fees that may be applied by preparing the dispatch document using the ePostakönyv online application.

5) If the sender's complaint regarding the availability of the ePostakönyv application is justified, the Posta's liability for damages shall be limited to the payment of the difference in fees resulting from the fact that the sender prepared and dispatched the items of correspondence concerned using a paper-based dispatch document instead of an electronic dispatch document. The Posta is not liable to pay any further compensation or fees.

Appendix 1

Terms and conditions of use for the FTP site

The Posta provides the customer with 100 Mbytes of storage space on its server for the purpose of transferring electronic posting list data files.

The system can be accessed using FTP client software that supports the FTPS/SFTP protocols (e.g. WinSCP) at the following address:

- a) For SFTP connections requested prior to 20 January 2021:
System name: sftp.posta.hu
port: 22
- b) For SFTP connections requested after 20 January 2021:
System name: adatok.posta.hu
port: 22
- c) For FTPS connections:
System name: adatcsere.posta.hu
port:12221

Logging in with a username and password pair is only applicable for users requested and created prior to 20 January 2021.

After entering the above address in the FTP client software, the system will display the login screen (this may be different depending on the software used).

The password is provided when access is granted. On the password change page, the login name must be entered using the extranet\prefix.

The electronic posting list data files to be submitted must be uploaded to the 'IN' folder of the FTP storage space created for the customer. Multiple posting lists may be uploaded at the same time.

On the basis of each posting list uploaded to the FTP, after the collection of the postal items, the Posta automatically uploads the file containing the postal item data to the 'OUT' folder of the customer's storage space on FTP.

Only xml files can be placed in the 'IN' subfolder of the FTP interface.

The FTP interface may be used exclusively for data communication with the Posta, and the Posta shall be entitled to delete files uploaded for other purposes without prior warning.

Files uploaded to the interface are deleted by the Posta without prior notice on the 20th day following their uploading.

The Posta provides the customer with the following in connection with the storage space:

- a) access to, writing and deletion of data files;
- b) authentication;
- c) regular (daily) data backup.

The FTP interface is available 24 hours a day, with downtime in case of failure or maintenance. Maintenance is usually performed during the night or at weekends.

The Posta is not responsible for any loss of data during downtime. The postal contact person provides information on the expected duration of the downtime at the customer's request if the service is unavailable between 8:00 and 18:00 on weekdays.