Magyar Posta

TECHNOLOGICAL GUIDELINES FOR THE USE OF THE ELECTRONIC POSTING LIST FOR THE DISPATCH OF LETTER-MAIL ITEMS

Dear Customer,

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

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 in the document GTC FOR POSTAL SERVICES.

We hope that we have provided 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.

Trusting in our further successful cooperation,

Magyar Posta Zrt.

Date of entry into force of the latest amendment: 1 January 2025

1. General Conditions

1) Magyar Posta's contractual partners must use a paper or electronically generated dispatch document to dispatch the mail items covered by the contract. The use of an electronic posting list helps to speed up the dispatch of letter-mail items by providing state-of-the-art tools to support the postal acceptance of mail items to be dispatched.

2) The use of the electronic posting list is only ensured by Magyar Posta at postal service points connected to the Integrated Postal Network and at the locations designated as outlets providing letter-mail acceptance listed in the document titled ACCEPTANCE POINTS AT OPERATIONAL UNITS published on Magyar Posta's 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 by Magyar Posta free of charge. The detailed conditions required to ensure the two-way communication of electronic posting list data files, i.e. sending them to Magyar Posta via the official storage space (hereinafter "Official Gateway") and their receipt, are set out in the document titled "Technological Guidelines for Data Communication via the Official Gateway".

4) Generating the electronic posting list data files must always take account of the current portfolio of products/services.

5) The electronic posting list can be created
   a) with the ePostakönyv application provided by Magyar Posta free of charge, or
   b) with a program developed by the customer on the basis of the technical specifications for the electronic posting list published on the website of Magyar Posta and tested by Magyar Posta before use with regard to the proper functioning of the application and to the template files, or
   c) with a program developed by a software development company on the basis of the technical specifications for the electronic posting list published on the website of Magyar Posta and made available after preliminary testing and certification by Magyar Posta.

2. Preliminary inspection of data files

1) The dispatching of the mail items can only start after the preliminary postal inspection of the electronic posting list data file (xml file). The electronic posting list data file is inspected and then accepted or rejected in compliance with the rules laid down in the technical specifications. Confirmation of the acceptance or rejection of the data file is communicated

   a) by e-mail if the data file has been sent to an e-mail address, or through a data exchange server or using the ePostakönyv application;
   b) via the Official Gateway if the data file has been sent using the Official Gateway.

The data files must be sent for preliminary inspection to bevizsgalo@posta.hu. Postal inspection of the electronic posting list data file is performed by the Inspection Laboratory within 5 working days of receipt at the latest. The data files must be generated following the technical specifications published on Magyar Posta's website. Compliance of the produced data file with the specifications can be checked using the XSD validator available on the website. Data files entering the postal system are accepted based on the XSD validation.

However, the checking of the business rules laid down in the technical specifications is not only based on the XSD and thus it can happen that a data file complying with the XSD is rejected due to non-compliance with the business rules. Magyar Posta sends written information about this in every case.

2) The preliminary inspection of the electronic posting list data files must be performed in every case when Magyar Posta sends written notice of a change in the electronic posting list's technical specifications (the notice always contains the date when the change enters into force). A Certificate of the preliminary inspection of the data files will no longer be issued.

3. Types of mail items that may be sent using the electronic posting list

1) All the following letter-mail items can be dispatched using the electronic posting list:
   a) domestic and international priority and non-priority letters (postcards, picture postcards) (letters);
   b) priority and non-priority identified letters (postcards, picture postcards) (letters);
   c) domestic and international mail items with writing for the blind (letters);
   d) official documents;
   e) domestic reply mail items;
   f) contractual discount direct mail (k-dm);
   g) -[1];
   h) contractual discount identified direct mail (k-dm);
   i) -[2]
   j) -[3]
   k) -[4]
   l) -[5]
   m) business letters;
   n) business DME mail items;
   o) letters with dutiable content;
   p) -[6]

2) For domestic letter-mail items within the scope of the universal postal services under paragraph 1) (a) to (h) sent using an electronic posting list, 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 all mail items under the agreement identifiers included in the discount accompanied by an electronic posting list for each dispatch.

4. Transfer and acceptance of data files

1) Magyar 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 with the information on postal services given in the PRIVACY NOTICE published on Magyar Posta's

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[1] Repealed on 1 December 2019.
[2] Repealed on 1 January 2025.
[3] Repealed on 1 January 2022.
[4] Repealed on 30 March 2020.
[5] Repealed on 1 January 2022.
[6] Repealed on 1 January 2025.

Date of entry into force of the latest amendment: 1 January 2025

website. The transfer and acceptance of the electronic posting list data files and the dispatch of mail items can be performed in the ways described in points 4.1 to 4.2/A and 5.

2) The electronic posting list data files can be sent in one file (in 1 xml structure), and – unless otherwise stipulated in the separate written contract – Magyar Posta accepts mail items in an electronically signed and time-stamped pdf file that includes mail item data in the form of an embedded xml file without a printed posting list on paper. Magyar Posta will generate and return a data file in pdf or xml format ("felvett_adat") about the details of the accepted mail items. The requirements of content and form of the data file are described in the TECHNICAL GUIDELINES FOR THE INTERPRETATION OF THE FILE RETURNED ON ACCEPTING THE ELECTRONIC POSTING LIST published on Magyar Posta's website.

3) Only in the case of an emergency (e.g. failure to send to an e-mail address, unavailability of the data exchange server or an internet failure) may the transfer of the electronic posting list data file be done by using a USB stick. The use of a USB stick is not accepted in the event of an emergency at postal service outlets appearing as post partners and mobile posts in the POST OFFICE LIST given on Magyar Posta's website, where mail items may only be dispatched using a posting list on paper.

4) If the file transfer on the Official Gateway fails, the electronic posting list data files can be sent by e-mail or via a data exchange 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 must be sent to the following address up to a maximum size of 20 Mbytes:

efeladas@posta.hu

2) -[7]

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

4) After acceptance for dispatch, a system message containing the data of the accepted mail items is sent primarily to the e-mail address specified in the electronic posting list data file, or, in the absence of this, to the e-mail address assigned to the customer's agreement identifier or customer code. Magyar Posta does not guarantee the receipt of the automatic system message(s) or the data file containing the details of the accepted mail items if the customer has not provided their e-mail address or has provided it incorrectly.

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[7] Repealed on 1 July 2019.

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4.2. Via a data exchange (SFTP) server

1) Magyar Posta provides its contracted customers or, on the basis of a contracted customer's individual instruction, their related third parties with the option to upload their electronic posting list data files to a data exchange server. With regard to data communication via the data exchange server, automatic system messages are sent to the e-mail address assigned to the customer's storage space provided this was requested to be set.

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

3) Should suspicion arise that any element of the individual user identification data used for logging in has become known to unauthorised persons, the customer must immediately notify Magyar Posta by telephone or e-mail via the customer's postal contact person.

4) If the file(s) uploaded by the customer is/are infected with a virus, Magyar Posta will be entitled to delete such files without prior warning.

5) The customer may only and exclusively upload xml files onto the data exchange server interface. Data whose public disclosure conflicts with the law may not be uploaded. If this obligation is breached, the customer will be solely liable and Magyar Posta will be entitled to delete such data without prior warning.

6) Magyar Posta provides access to the SFTP site for the customer 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 accepted mail items, which are created after acceptance for dispatch, be authenticated, electronically signed and time-stamped. In this case, after the mail items have been accepted, Magyar Posta only acknowledges acceptance in the form of the electronically authenticated acceptance data file, which is uploaded to the customer's data exchange storage space. The electronically authenticated data file replaces the document certifying dispatch and no posting list on paper is printed.

9) Required authorisations vary dependent on who requests the establishment of a data exchange server connection.
If it is requested
   a) by a contracted customer of Magyar Posta for a third party related to that customer, the third party's authorisation is required;
   b) by directly the third party related to the contracted customer of Magyar Posta, Magyar Posta's contracted customer's authorisation (or contract) is required

to confirm the third party's or the contracted customer's consent for the establishment of the data exchange server connection, and this document is to be provided to Magyar Posta simultaneously with the submission of the request for the data connection.

10) Magyar Posta will not be liable for any damages resulting from the unsecure handling of the authentication data (the individual data identifying the user used for logging in) provided by Magyar Posta for logging in to the data exchange server 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 Official Gateway or Company Gateway

1) For its customers using the Official Gateway or Company Gateway, Magyar Posta ensures that they can submit their electronic posting list data files and have access to the files containing the acceptance data of the mail items via this channel as well.

2) The electronic posting lists must be submitted in KRX (KER) format via the Official Gateway or Company Gateway and the document identifiers must contain the letters "EFJ" to ensure their clear identification.

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

4) The mail items accepted on the basis of an electronic posting list are recorded in a data file for accepted data files, which is sent by Magyar Posta to the Official Gateway or Company Gateway account from which the electronic posting list was sent. It is only possible to receive the data file for accepted mail items via a different Official Gateway or Company Gateway if an alternative Official Gateway or Company Gateway account is set as the hosting address for the agreement identifier.

4.3. -[8]

4.4. -[9]

5.   Posting conditions

1) The mail items must be handed over for each sender in the order shown in the electronic posting list: unregistered (ordinary) mail items grouped by mail item type, weight and number of items, and registered mail items by price factor, in ascending order of the mail item identifier numbers, and it must be ensured that for each mail item identifier the addressee's address and the sender's (return) address marked on the mail item are the same as the details given in the electronic posting list. Only minor differences are permitted the extent of which does not affect clearly identifying the two sets of address data as the same.

2) If not all mail items from the electronic posting list (sent by e-mail, via data exchange server or via the Official Gateway) could be accepted by the postal outlet providing mail acceptance for dispatch referred to in point 1 (2), the data of the mail items not taken for dispatch will automatically be placed on hold (for 30 days), awaiting subsequent handling. 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 mail items on hold at the time of the next dispatch.

3) Magyar Posta may refuse to accept for dispatch mail items with an electronic posting list if the data file submitted or recorded on a data carrier and/or the data carrier is not suitable for

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[8] From the date of entry into force of the amendment (1 July 2019), the provisions of this point are contained in point 4 (3).
[9] Repealed on 1 July 2019.

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automated handling due to the fault of the customer. A mail item is regarded as suitable for automated processing if in the electronic posting list

   a) in the section for "Inspection permit number", the inspection permit numbers issued by the Inspection Laboratory exclusively for posting the mail items intended for dispatch appearing in the specific posting list are given;
   b) in the "additional services" section, the fact that the mail items are suitable for automated processing is indicated by giving the K_FEL code;
   c) in the section for "suitability for automated processing", the letter "G" is marked.

4) Typical obstacles to being accepted for dispatch include:
   a) the data file is inadequate, missing, not readably or incorrectly readable (corrupted);
   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) ₋[10]
   f) the mail item data were not generated in accordance with 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 section of the electronic posting list contains data that are inconsistent or incompatible with the terms and conditions of dispatch of the product/service;
   j) for each mail item identifier, the addressee's address and the sender's (return) address marked on the mail item differ from the details given in the electronic posting list to an extent that the two sets of address data can no longer be identified as being clearly the same.

5) If, for the reasons listed in the above points or for any other reason, it is not possible to accept the mail items for dispatch using the electronic posting list, the customer may, after the correction of the data file, initiate the dispatch with a new submission or by re-uploading the data to the data exchange server or Official Gateway. If the data file is not corrected, the dispatch can only be executed by handing over a posting list on paper. Failure to do so may result in acceptance not taking place on the current day due to the considerable time involved, and, in such cases, the fate of the mail items is to be agreed by Magyar 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 mail items are on several electronic posting lists, their franking must also be done 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 if there is a change in the product/service portfolio and to resolve any IT problems with the software, or (if the customer has purchased the software) to contact the software developer.

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[10] Repealed on 1 July 2019.

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8) The name of the sender marked in the electronic posting list may be the name of a natural person or an 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 the 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 section of the electronic posting list. To ensure accurate identification of the sender and the client, Magyar Posta expects the consolidator and the client to be clearly identified in the sender's name section of the electronic posting list (e.g. Example Consolidator on behalf of Example Kft.). 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 has entrusted 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 Magyar Posta by the deadline specified by Magyar Posta and to re-submit it for preliminary inspection in the event of a change in the product/service portfolio.

3) The customer must treat the information provided by Magyar Posta as confidential until its official publication, must not disclose it to the public and may only pass it on to a third party 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 mail items after the deadline set by Magyar Posta.

5) Magyar Posta may request the clarification of an electronic posting list with inadequate content (or a posting list to be provided on paper) noting that the mail items will not be accepted for dispatch until the clarified data have been received (or the posting list has been provided on paper).

6) If the customer fails to comply with the conditions set out in this point, Magyar Posta will be entitled to refuse to dispatch the mail items recorded in the electronic posting list.

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

1) ePostakönyv is a web-based application available on Magyar Posta's website that supports the generation and automatic submission of electronic posting lists for letter-mail items.

2) Prerequisites for use:
   a) for a natural person customer, the completion of a simple registration in accordance with point 4.1.1 of the "GTC FOR CERTAIN ELECTRONIC SERVICES AND BUSINESS

APPLICATIONS" or the authentication of such registration in accordance with point 4.2.1;

b) for an organisation, a simple registration in accordance with point 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 point 4.2.2 of the "GTC FOR CERTAIN ELECTRONIC SERVICES AND BUSINESS APPLICATIONS" (company registration by Magyar Posta and the assignment of users authorised to use the application). If a Data Request Form is submitted to provide registration data, Magyar Posta expects it to be sent from the organisation's e-mail address indicated as the contact data registered by Magyar Posta under the separate written contract. By returning the Data Request Form to Magyar 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

All the following letter-mail items can be dispatched using the electronic posting list:

a) domestic and international priority and non-priority letters (postcards, picture postcards) (letters);
b) priority and non-priority identified letters (postcards, picture postcards) (letters);
c) domestic and international mail items with writing for the blind (letters);
d) official documents;
e) contractual discount direct mail (k-dm);
f) contractual discount identified direct mail (k-dm);
g) -[11];
h) -[12]
i) -[13]
j) -[14]
k) -[15]
l) business DME mail items;
m) letters with dutiable content;
n) -[16]

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

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

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[11] Repealed on 1 December 2019.
[12] Repealed on 1 January 2025.
[13] Repealed on 1 January 2022.
[14] Repealed on 30 March 2020.
[15] Repealed on 1 January 2022.
[16] Repealed on 1 January 2025.

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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 letter-mail items:

 a) client operating system and application environment: Windows 10 or equivalent operating system;

 b) supported browsers: Chrome; Firefox; Safari; Samsung Internet; Microsoft Edge (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 Magyar 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) Magyar Posta only investigates sender complaints regarding the availability of the ePostakönyv online application if the AVAILABILITY PERIOD undertaken in accordance with paragraph 2) was not 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 Magyar Posta on the days on which the ePostakönyv application was not available on Magyar Posta's website during the preparation of the letter-mail items for dispatch, and the period of time during which the application was unavailable, and

 b) must prove to Magyar Posta that the dispatching of the letter-mail items was performed on the day of the attempted posting or on the following working day, without taking advantage of the lower fees that may be applied if the dispatch document is prepared using the ePostakönyv online application.

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

Date of entry into force of the latest amendment: 1 January 2025

Appendix 1

Terms and conditions of use for the FTP site

Magyar Posta provides the customer with 100 Mbytes of storage space on its server for the purpose of transferring and receiving 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 acceptance of the mail items for dispatch, Magyar Posta automatically uploads the file containing the mail items' data to the "OUT" folder of the customer's storage space on the FTP.

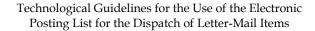Only xml files can be uploaded in the "IN" subfolder of the FTP interface.

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

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

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

a) access to, and the option to write and delete 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.

Date of entry into force of the latest amendment: 1 January 2025

Magyar Posta is not liable 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.

Date of entry into force of the latest amendment: 1 January 2025