

Delivery confirmation for letter mail services with advice of delivery Guide

Revision No.: 2.13.

Budapest, July, 2024.

1 Generalities

For our customers who send letter items, an advanced version of the paper-based advice of delivery slips will be made **available – delivery confirmation through electronic channel**. Magyar Posta Zrt. (hereinafter referred to as: Posta) confirms successful or failed delivery a mail item by sending a delivery confirmation to the sender through an electronic channel.

This guide describes the parameters of the delivery confirmation sent electronically, the information and data displayed in the pdf file and embedded in the document as an xml file, and is meant to assist our customers using delivery confirmation as additional service for priority and non-priority mail, domestic reply mail, contractual direct mail, discount direct mail, direct mail containing literature for the blind, and mail containing official documents, with the use of certified electronic delivery confirmations and the interpretation of delivery information they contain.

We hope that we managed to give satisfactory answers to all questions that may concern you. If you have any unanswered questions or the description is not clear for you, please do not hesitate to consult your postal contact person or call our telephone customer services.

Private customers: +36-1-767-8282
Monday to Wednesday and Friday 8:00am–5:00pm
Thursday 08:00am–8:00pm
Business customers: +36-1-767-8272
Monday to Friday 08:00am–17:00pm

You can get detailed information about our services on the [website of Magyar Posta](#).

2 Letter mail items for which delivery confirmation is issued upon successful or failed delivery

Delivery confirmations are produced in the Hungarian language and they are only available for the below listed domestic mail items.

- priority or non-priority registered letter with advice of delivery
- official documents

- registered reply mail with advice of delivery
- contractual discount direct mail with advice of delivery
- registered mail containing literature for the blind with advice of delivery

3 Access to delivery confirmation

All delivery confirmations can be accessed as an authenticated electronic document through one of the following electronic channels. When a missing delivery confirmation is requested, the designation of delivery confirmation may be different from that of the previous copy (sent to the electronic channels.) The sender may use the electronic posting list created for the dispatch of the mail item (the entry named "Tértivevény visszaküldési módja" (Method of returning the advice of delivery)) to indicate the preferred electronic channel.

3.1 SFTP servers

When data files are submitted via SFTP (Secure File Transfer Protocol), once a day Posta will deposit in a folder named the same as the sender's agreement identifier on the SFTP server at `sftp.posta.hu` or `adatok.posta.hu`, the PDF files containing delivery confirmations and the XML documents that contains a summary of their contents.

The XML file with the summary contents include the mail item identifier for each deposited delivery confirmation as well as the path on the SFTP server where the related delivery confirmation can be accessed. An example of the contents XML file is included in Annex 5.4 *Example of a contents file provided through SFTP server (XML)* of this guide.

The folders are named after the date and time of the data transfer in the following format: YYYY-MM-DD The delivery confirmation PDF files that have been generated since the last data transfer are placed in this folder.

Naming of the delivery confirmation: `Kezbesitesigazolas_<mail item id>_<data and time of generation (yyymmdd_hhmm)>.pdf`

When the delivery confirmation files are placed on the SFTP server, the system sends an email notification to the email address provided by the sender.

When missing delivery confirmations are requested, the log files will not be delivered, and they will be placed by default in the folder named "Potlas".

3.2 E-Mail

The delivery confirmation can be downloaded as a PDF file for each mail item from the URL provided in an e-mail.

3.3 Authority /Company gateway

The Authority/ Company Gateway (hereinafter: AG) is part of the Central Electronic Services System. Through the AG, client organisations can receive authenticated electronic messages and electronic messages from various agencies can be delivered to authenticated clients (citizens, authorities, economic bodies).

In order to receive advices of delivery, Magyar Posta Zrt. grants its partners that use the AG access to authentic electronic advices of delivery created by Magyar Posta Zrt. on the basis of the KRID identifier they provide.

This functionality is provided only if the organisation tells Magyar Posta Zrt. which authority gateway identifier (KRID) they prefer to use as an agreement identifier for this service and if they indicate "Hivatali Kapu" (authority gateway) as the method of delivery in the electronic posting list submitted for the despatch of the mail items.

Advice of delivery files are placed on the Authority Gateway in KRX (KER) format, together with the required KULDEMENY_META.XML file.

In order to ensure clear identification, advice of delivery files are uploaded with the following document identifier:

```
<DokTipusAzonosito>KEZBIG</DokTipusAzonosito>
```

3.4 Posta.hu

Any contractual customers (and not just those who use this software to despatch their mail on a regular basis) can use the WEBEFJ (ePostakönyv) application that can be downloaded from the posta.hu website to access their delivery confirmation files.

4 Content and format of electronic delivery confirmation

The electronic delivery confirmation (hereinafter: "delivery confirmation") is an authentic electronic document created in PDF format, which also includes an XML data

structure for delivery data. The PDF document is digitally signed and timestamped by Posta.

Posta sends to the sender this delivery confirmation in electronic format, with the data content discussed in this guide, completed as appropriate for the individual services used.

Annex 5.1 and 5.2 of this guide contain an delivery confirmation specimen for both a successful and a failed delivery.

4.1 Size and design

The delivery confirmation is a two-page document.

The size of the delivery confirmation is A5 and its overall dimensions are 211 mm x 148 mm with a tolerance of ± 1 mm. There is a frame around the delivery confirmation, located at 10 mm from the left and right edge, 5 mm from the top edge, and 20 mm from the bottom edge of the page.

Maximum permitted deviation from the specified dimensions is ± 1 mm.

4.2 Front page and address of delivery confirmation



Figure 1 – Front page of delivery confirmation, specimen. The specimen indicates a fictitious company as the addressee.

Posta provides delivery confirmation to the sender through the requested channel. A certified paper-based delivery confirmation can also be requested for priority and non-priority registered domestic mail with advice of delivery, registered reply mail with advice of delivery, contractual registered discount direct mail with advice of delivery, discount direct mail, registered mail containing literature for the blind with advice of delivery and official documents. For this reason, the certified electronic and paper-based version of the delivery confirmation are both two-sided.

The “KA” identifier in the above Figure 1 will appear on the authentic paper-based delivery confirmation.

4.3 Delivery confirmation

Kézbesítési igazolás

Küldemény azonosító

RL17438000639985

Átvételt megtagadó aláírása

Jogcím
 Címzett Meghatalmazott
 Helyettes átvévő Kézbesített kézbesítő

Küldemény címzettje

Név: Minta Kft.
 Irányítószám: 1234 Település: Budapest
 Kiszámlázott cím: Minta utca 4. A. ép. 11. lph. 2. em. 3. aj.

Átvevő/átvételt megtagadó neve

Minta Példa

Hozzárendelő jogcíme*

1. átvételt elhárítom (lév. hó, nap) 1. Kézbesítő
 2. átvételt elhárítom (lév. hó, nap) 2. Kézbesítő

Kézbesítés/visszaküldés kaha (lév. hó, nap) Kézbesítő posta SZIGAZ
 2024.01.12. 503806

Visszaküldés oka

Cím nem azonosítható Címzett ismeretlen Kézbesítés akadályozott Nem kereste
 Elküldhető Átvételt megtagadta Bejelentve: meghalt, megzúgott

* Csak hivatalos irat esetén!

Ögyfél saját jelzése

12345678901234567890123456789012345678901234567890
 Megállapítás: 99992680
 Felvétel: 2024.01.12.

12345678901234567890
 Értékesítés:

Küldemény felelője

Név: Magyar Posta Zrt
 Irányítószám: 1138 Település: Budapest
 Kiszámlázott cím: Dunavirág utca 2-6.

Figure 2 – Specimen for a delivery confirmation of a successful delivery. The specimen shows a fictitious company as the addressee and a fictitious person as the recipient.

Figure 2 above shows the electronic delivery confirmation generated after successful delivery by electronic means. On the second page of the delivery confirmation, the signature of the recipient is no longer required to be entered in the “Átvevő/átvételt megtagadó aláírása” (Signature of party rejecting delivery) field only in the case of unsuccessful delivery due to a change in the law, but the word "Posta" should be entered instead when delivery is made to the addressee's address, while for a delivery to a postal office (delivery to a post office box or as notified deposited mail), the signature field may be left blank or “P” as the abbreviated version of the word "Posta" may be entered.

Kézbesítési igazolás

Magyar Posta
Küldemény azonosító

Átvételt megtagadó aláírása

RL17438000640006

Minta Valaki

Jogdm
 Címzett Meghatalmazott
 Helyettes átvévő Kővetett kézbesítő

Átvevő/átvételt megtagadó neve

Minta Valaki

Hozzátesztelt jogcíme*

1. átvételt elhagyartam (év, hó, nap) 1. Kézbesítő
 2. átvételt elhagyartam (év, hó, nap) 2. Kézbesítő

Kézbesítés/visszaküldés ideje (év, hó, nap) Kézbesítő posta SZÉAZ
 2024.01.12. 503806

Visszaküldés oka

Cím nem azonosítható Címzett ismeretlen Kézbesítés akadályozott Nem kereste
 Elkötözött Átvételt megtagadta Bejelentve: meghalt, megszünt

* Csak hivatalos irat esetében!

Küldemény címzettje

Név: Minta Példa
 Helytársam: 1234 Telephely: Budapest
 Kiszámlázási cím: Minta utca 4. A. ép. 11. lph. 2. em. 3. aj.

Ügyfél saját jelzése

12345678901234567890123456789012345678901234567890
 Megállapítás: 99992680
 Felvétel: 2024.01.12.

12345678901234567890

Értékesítés:

Küldemény feladója

Név: Magyar Posta Zrt
 Helytársam: 1138 Telephely: Budapest
 Kiszámlázási cím: Dunavirág utca 2-6.

Figure 3 – Specimen of a delivery confirmation for a failed delivery (acceptance of the mail item was rejected). The specimen indicates a fictitious person as the addressee.

Figure 3 above shows the electronic proof of delivery produced following an unsuccessful delivery by electronic means (acceptance was refused by the addressee's authorized representative). On the second page of the delivery confirmation, the signature of the recipient is required to be entered in the "Átvevő/átvételt megtagadó aláírása" (Signature of party rejecting delivery) only when the delivery is rejected and, in the case of non-official documents, the signature of the authorised representative is required.

Kézbesítési igazolás

Magyar Posta
Küldemény azonosító

RL17438000639985

Átvételt megtagadó aláírása

Küldemény címzettje

Név: Minta Példa
 Irányítószám: 1234 Település: Budapest
 Kézlebbi cím: Minta utca 4. A. ép. 11. lph. 2. em. 3. aj.

Ögyfél saját jelzése

1234567890123456789012345678901234567890
 Megállapítás: 99992680
 Felvétel: 2024.01.12.

12345678901234567890
 Értékesítés:

Küldemény feladója

Név: Magyar Posta Zrt
 Irányítószám: 1138 Település: Budapest
 Kézlebbi cím: Dunavirág utca 2-6.

Jogcím:
 Címzett Meghatalmazott
 Helyettes átvéző Közvetett kézbesítő

1. értesítőt elhelyeztem (év, hó, nap) 1. Kézbesítő
 2. értesítőt elhelyeztem (év, hó, nap) 2. Kézbesítő

Kézbesítés/visszaküldés keltje (év, hó, nap) Kézbesítő posta SZEAZ
 2024.01.12. 605806

Visszaküldés oka

Cím nem azonosítható Címzett ismeretlen Kézbesítés akadályozott Nem kereste
 Elkötözött Átvételt megtagadta Bejelentve: meghalt, megszűnt

* Csak hivatalos irat esetében!

Figure 4 – Specimen of a delivery confirmation showing a disruptive event. The specimen shows a fictitious person as the addressee.

Figure 4 above shows a paper-based document (printed delivery confirmation) created after a successful delivery. On the second page of the delivery confirmation, the signature of the recipient required to be entered in the “átvételt megtagadó aláírása” (Signature of party rejecting delivery) field in the case of unsuccessful delivery due to a change in the law¹, but the word "Posta" should be entered instead when delivery is made to the addressee's address, while for a delivery to a postal office (delivery to a post office box or as notified deposited mail), the signature field may be left blank or “P” as the abbreviated version of the word "Posta" may be entered.in

¹ Act V of 2022, which will enter into force on 1 June 2022, amends Act CLIX of 2012 on Postal Services, which provides for the continuation of the previously used contactless delivery technology and the related administrative procedures, regardless of whether or not an emergency period due to the epidemic is in effect.

4.4 Data appearing on the delivery confirmation

4.4.1 Fields for acceptance data on the delivery confirmation

Information shown on the delivery confirmation on the basis of data in the electronic posting list provided by the sender:

- Item identifier (if multiple advices of delivery have been received with the same item identifier, clarification can be requested from the Customer Service)
- Recipient of item
- Sender of item

The customer's own reference may also appear on the advice of delivery, if it is technically feasible. If the customer's own reference does not appear on the advice of delivery, because it is technically not feasible, then substitution with an EAD is not possible. The authenticity of the advice of delivery (including its place and time) is not compromised if data is missing from the customer's own reference field.

4.4.2 Fields for delivery data on the delivery confirmation

Information related to successful or failed delivery on the delivery confirmation

- Signature of the party rejecting delivery
- Name of the party rejecting delivery
- Ground for receipt
- Relative's ground for receipt
- Data of placement of notification 1
- Code of postman 1
- Data of placement of notification 2
- Code of postman 2
- Organisational ID code of delivering post office
- Date of delivery/return (year, month, date)
- Reason for return

4.5 XML data structure embedded into the delivery confirmation (data.xml)

The delivery confirmation PDF file also includes as an attachment an XML data structure that contains delivery data.

Annex 5.1 and 5.2 of this guide also contains this embedded XML data structure.

The XML schema document can be found in Annex 5.3 *XML schema document describing the XML data structure embedded into the delivery confirmation (XSD)*. The XSD file was

derived from the currently effective version (8 or above) of the electronic posting list for letter mail items (EFJ 8.2), and contains data types used therein.

The data structure is made up of the following sections:

```
<?xml version="1.0" encoding="UTF-8"?>
<kezbesitesi_igazolas xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema">
<?xml version="1.0" encoding="UTF-8"?>
<kezbesitesi_igazolas xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema">
    <efj_adatok>
    </efj_adatok>
    <felado>
    </felado>
    <kuldemeny>
    </kuldemeny>
    <ertesites>
    </ertesites>
    <ertesites>
    </ertesites>
    <atvetel>
    </atvetel>
</kezbesitesi_igazolas>
```

The XML data structure embedded into the delivery confirmation always contains the delivery data of a single (1) mail item.

4.5.1 Data shown in the XML data structure

The following section also contains references to version 8., *Volume I of the Electronic posting list technical specifications* [between brackets].

4.5.1.1 *efj_adatok* section

4.5.1.1.1 Date and time of closing the EFJ [3.1.1]

Field name: efj_zaras

Structure: yymmdd_hhmmss

Interpretation: Date and time of generating the delivery confirmation

4.5.1.1.2 EFJ software [3.1.2]

Field name: efj_szoftver

Structure: alphanumeric character

Interpretation: Name and version number of the software generating the delivery confirmation.

4.5.1.1.3 XSD version number [3.1.6]

Field name: xsd_verzio

Structure: numeric characters separated by a "." character

Interpretation: Version number of the EFJ technical specifications E.g. "8.0".

4.5.1.2 felado section

4.5.1.2.1 Sender's agreement code [3.2.2]

Field name: felado_megallapodas

Interpretation: Agreement number appearing in the contract.

4.5.1.2.2 Sender's name/company name [3.2.3]

Field name: felado_nev

Interpretation: Name of an individual or a legal entity with whom/which Posta concluded a contract. It must be the same as the name indicated on the physical mail item. (This data will appear on the notice slip and in the sender section of the delivery confirmation if delivery fails.)

4.5.1.2.3 Sender's postcode [3.2.4]

Field name: felado_irsz

Structure: Position 1-4: numeric characters, e.g. 1122

Interpretation: Postcode from the sender's address.

4.5.1.2.4 Sender's settlement [3.2.5]

Field name: felado_hely

Interpretation: Settlement from the sender's address, e.g. Budapest

4.5.1.2.5 Sender's detailed address [3.2.6]

Field name: felado_kozelebbi_cim

Interpretation: Sender's detailed address. Either the detailed address (e.g. Kossuth tér 2) or the parts of the address must be added. This address must be the same as the return address shown on the physical mail item.

4.5.1.2.6 Sender's street name [3.2.7]

Field name: felado_kozterulet_nev

Interpretation: Street name or land registry number from the sender's address. (e.g.: Petőfi, HRSZ123456)

4.5.1.2.7 Sender's street type [3.2.8]

Field name: felado_kozterulet_jelleg

Interpretation: Street type from the sender's address. (e.g. road, street, square)

4.5.1.2.8 Sender's street number [3.2.9]

Field name: felado_hazszam

Interpretation: Street number from the sender's address.

4.5.1.2.9 Sender's building [3.2.10]

Field name: felado_epulet

Interpretation: Building identifier from the sender's address. (e.g.: B)

4.5.1.2.10 Sender's staircase [3.2.11]

Field name: felado_lepcsohaz

Interpretation: Staircase identifier from the sender's address. (e.g.: B)

4.5.1.2.11 Sender's floor [3.2.12]

Field name: felado_emelet

Interpretation: Floor number from the sender's address.

4.5.1.2.12 Sender's door number [3.2.13]

Field name: felado_ajto

Interpretation: Door number from the sender's address.

4.5.1.2.13 Sender's post office box number [3.2.14]

Field name: felado_postafio

Interpretation: Sender's post office box number

4.5.1.3 *kuldemeny* section

4.5.1.3.1 Mail item identifier [3.5.2]

Field name: azonosito

Interpretation: Mail item ID

4.5.1.3.2 Addressee's name [3.5.11]

Field name: cimzett_nev

Interpretation: Addressee's name/designation

4.5.1.3.3 Addressee's postcode [3.5.12]

Field name: cimzett_irsz

Structure: Position 1-4: numeric characters, e.g. 1122

Interpretation: Postcode from the addressee's address

[4.5.1.3.4 Settlement name \[3.5.13\]](#)

Field name: `cimzett_hely`

Interpretation: Settlement from the addressee's address, e.g. Budapest

[4.5.1.3.5 Addressee's detailed address \[3.5.14\]](#)

Field name: `cimzett_kozelebbi_cim`

Interpretation: Consignee's detailed address Data includes either the detailed address (e.g. Kossuth tér 2) or the parts of the address.

[4.5.1.3.6 Addressee's street name \[3.5.15\]](#)

Field name: `cimzett_kozterulet_nev`

Interpretation: Street name or land registry number from the addressee's address. (e.g.: Petőfi, HRSZ123456)

[4.5.1.3.7 Addressee's street type \[3.5.16\]](#)

Field name: `cimzett_kozterulet_jelleg`

Interpretation: Street type from the addressee's address. (e.g. road, street, square)

[4.5.1.3.8 Addressee's street number \[3.5.17\]](#)

Field name: `cimzett_haszam`

Interpretation: Street number from the addressee's address.

[4.5.1.3.9 Addressee's building \[3.5.18\]](#)

Field name: `cimzett_epulet`

Interpretation: Building identifier from the addressee's address. (e.g.: B)

[4.5.1.3.10 Addressee's staircase \[3.5.19\]](#)

Field name: `cimzett_lepcsohaz`

Interpretation: Staircase identifier from the addressee's address. (e.g.: B)

[4.5.1.3.11 Addressee's floor \[3.5.20\]](#)

Field name: `cimzett_emelet`

Interpretation: Floor number from the addressee's address.

[4.5.1.3.12 Addressee's door number \[3.5.21\]](#)

Field name: `cimzett_ajto`

Interpretation: Door number from the addressee's address.

4.5.1.3.13 Addressee's post office box number [3.5.22]

Field name: `cimzett_postafiók`

Interpretation: Addressee's post office box number.

4.5.1.3.14 Own identifier [3.5.27]

Field name: `sajat_azonosito`

Interpretation: Own identifier or note will not be indicated on the delivery confirmation.

4.5.1.3.15 Customer's own reference for domestic advice of delivery [3.5.30]

Field name: `tv_sajat_jelzes`

Interpretation: May be indicated in the "Ügyfél saját jelzése" (Customer's own reference) field of the delivery confirmation

4.5.1.3.16 Customer's own barcode for domestic advice of delivery [3.5.31]

Field name: `tv_vonalkod`

Interpretation: May be indicated in the "Ügyfél saját jelzése" (Customer's own reference) field of the delivery confirmation

4.5.1.3.17 TV barcode symbology [3.5.32]

Field name: `tv_vonalkod_tipus`

Interpretation: Format of data indicated in the previous point. Supported barcode symbologies:

1. Code 128
2. Code 39
3. QR

4.5.1.3.18 Official document's reference number [3.5.33]

Field name: `hiv_iratszam`

Interpretation: Customer's reference number that uniquely identifies the case. It may be indicated in the "Ügyfél saját jelzése" (Customer's own reference) field of the delivery confirmation.

4.5.1.3.19 Official document type [3.5.34]

Field name: `hiv_irat_fajta`

Interpretation: A document type related to the customer's operations and suitable for the information content in the mail item. It may be indicated in

the “Ügyfél saját jelzése” (Customer’s own reference) field of the delivery confirmation

4.5.1.3.20 Notification number [3.5.35]

Field name: `hiv_ertesito`

Interpretation: Mandatory for official documents. Number/letter marking of the notification to be left behind in case the addressee is away – only for official documents. It is a required entry for delivery. It may be indicated in the “Ügyfél saját jelzése” (Customer’s own reference) field. The customer can select from a pre-defined set. Possible values: A/1., A/1/SK., A/2., A/3., A/4., A/5., A/6., A/7., A/7/2., A/8., A/9., A/10., A/10/SK. Only one of these may be used.

4.5.1.3.21 Date of accepting the mail item

Field name: `felvetel_datum`

Interpretation: Date of accepting the mail item.

4.5.1.4 ertesites section

4.5.1.4.1 Date of notification left

Field name: `idopont`

Structure: `yymmdd_hhmmss`

Interpretation: Date of notification left. Depending on whether the postman left a notification about the arrival of the mail item because of a failed delivery attempt or if a notification was left on one or two occasions, one or more `idopont` fields will appear in the `ertesites` section.

4.5.1.5 atvetel section

4.5.1.5.1 Date and time of delivery/return

Field name: `idopont`

Structure: `yymmdd_hhmmss`

Interpretation: Date and time of the mail item’s delivery or return.

4.5.1.5.2 Recipient’s name

Field name: `atvevo/atvetelt megtagado_nev`

Interpretation: Name of the person receiving or refusing to receive the mail item.

4.5.1.5.3 Ground for receipt

Field name: `jogcim`

Structure: single character C/M/H/K

Interpretation: Ground for receipt or rejection. C: Addressee, M: Authorised representative, H: Alternative recipient, K: Intermediate deliverer

4.5.1.5.4 Reason for return

Field name: `visszakuldes_oka`

Structure: single character C/I/A/N/E/M/B

Interpretation: Reason for return. C: Address unidentifiable. I: Addressee unknown. A : Obstructed delivery. N,: Not collected. E: Moved to another address. H: Acceptance refused. B: Reported deceased/terminated.

5 Annex

5.1 Example of a completed delivery confirmation of successful delivery (PDF) – in a disruptive situation



Kezbesitesilgazolas_R
L17438000639985_5_1



Kezbesitesilgazolas_R
L09938000639985_5_1

5.2 Example of a completed delivery confirmation of failed delivery (PDF) – in a disruptive situation



Kezbesitesilgazolas_R
L17438000640006_5_2

5.3 XML schema document describing the XML data structure embedded into the delivery confirmation (XSD)



efj_level_820_kezbesit
esi_igazolas_20190521

5.4 Example of a contents file provided through SFTP server (XML)



naplo_202008022200
00.xml