

LETTER SHIPMENTS INTERNATIONAL AND COUNTRY-SPECIFIC LETTER SHIPMENTS Sorting instructions

Here you will find instructions for how Letter Shipments International and Country-Specific Letter Shipments should be arranged when handing in to Posten. It is important to follow the instructions carefully to ensure that your items can be delivered to the recipients in accordance with the product terms and conditions, and to ensure that you pay the correct postage.

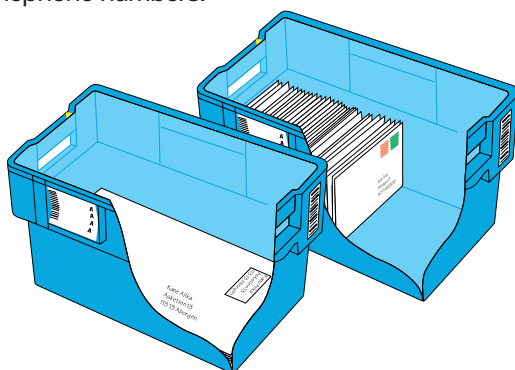
Items must be crated and addressed by country and/or format. If you have any questions about sorting or loading a sorted mail-out, please contact Posten's Business Customer Service, tel. 020-23 22 20 or kundtjanst.meddelande@posten.se.

THIS IS WHAT YOU DO

When dropping off more than one shipment at the same time, the shipments should be clearly separated and labelled.

- Items in format C5 or smaller should be placed in Posten's shipping crates.
- Items in format C4 or smaller, but larger than C5, should be placed in Posten's shipping crates.
- Items in a format larger than C4, or thicker than 20 mm, should be placed in letter containers (max. weight 450 kg).
- First Class Mail in a format larger than C4, or thicker than 20 mm, should be loaded in letter containers (max. weight 450 kg) or in sacks (max. weight 25 kg) where the items must be transported by air.

You can order labels for load carriers (shipping crates, freight cars, containers and in special cases sacks as well) from Direct Consignment at your nearest Letter Terminal. Load carriers can be collected at Direct Consignment – see page 3 for telephone numbers.



Sort and place letters facing in the right direction in crates supplied by Posten.

If you would like us to deliver load carriers, you can contact Posten's Business Customer Service on 020-23 22 20 to find out about the one-off deliveries service. If you are already in contact with a particular client solution specialist then they can help you with your request.

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Crates

Items to be placed in crates (Posten's blue shipping crates). Place all items with the same destination country by format in a shipping crate. Note that Åland counts as a country.

Is the crate roughly 75% full?

- YES: Address the crate with details of the country.
- NO: Place the items in a crate addressed "Utrikes Övriga" so that dividers by country are used in the shipping crates.



Example of crate label for Letter Shipments International First Class Mail.

FREIGHT CARS

Place all crates to the same country and in the same format on a freight car.

Does the freight car contain at least 16 crates?

YES: Address the freight car with details of the country.

NO: Place the crates on a freight car addressed "Utrikes Övriga".

LARGE ITEMS

Items in a format larger than C4, or thicker than 20 mm.

Load the items in letter containers (place First Class Mail in sacks for items that must be transported by air), and top up with items to the same country and in the same format.

Address the load carrier to the country name, e.g.: TYSKLAND.

Any remaining items (which do not need their own load carrier) should be loaded in load carriers, addressed to "Utrikes Övriga".



Example of freight car label for Letter Shipments International First Class Mail.

CONSIGNMENT OFFICES

| Location | Street address | Postal address | Telephone |
|----------------------------------|---------------------|---------------------|---------------|
| Alvesta Brevterminal | Lillsjögatan | 342 36 Alvesta | 0472-45 816 |
| Borlänge | Skomakargatan 5 | 781 70 Borlänge | |
| Borås | Bockasjögatan 12 | 504 30 Borås | |
| Eskilstuna | Björksgatan 5 | 631 21 Eskilstuna | |
| Falköping | Eriksgatan 2 | 521 43 Falköping | |
| Gävle | Marielundsvägen | 803 22 Gävle | |
| Göteborg Brevterminal | Kruthusgatan 15 | 411 04 Göteborg | 031-62 38 93 |
| Halmstad | Helmfeldtsgatan 59 | 302 50 Halmstad | |
| Helsingborg | Västra Sandgatan 7 | 252 25 Helsingborg | |
| Hässleholm | Drottninggatan 2 | 281 48 Hässleholm | |
| Jönköping | Kolgårdsgatan 27 | 553 16 Jönköping | |
| Kalmar | Lorensbergsleden 1 | 392 39 Kalmar | |
| Karlskrona | Blåportsgatan 7 | 371 42 Karlskrona | |
| Karlstad Brevterminal | Östansvindsgatan 14 | 651 21 Karlstad | 054-17 18 33 |
| Kristianstad | Vattentornsvägen 9 | 291 32 Kristianstad | |
| Linköping | Södra Oskarsgatan 4 | 582 73 Linköping | |
| Luleå | Blomgatan 17 | 973 31 Luleå | |
| Lund | Gasverksgatan 3 | 222 29 Lund | |
| Malmö Brevterminal | Fårögatan 7 | 211 24 Malmö | 040-14 94 36 |
| Norrköping | Norra Promenaden 86 | 602 38 Norrköping | |
| Nässjö Brevterminal | Terminalgatan 7 | 571 34 Nässjö | 0380-55 58 00 |
| Skövde | Trädgårdsgatan 15 | 541 30 Skövde | |
| StockholmTomtebodan Brevterminal | Terminalvägen 6 | 171 73 Solna | 08-781 76 03 |
| Stockholm Årsta Brevterminal | Byängsgränd 1 | 120 40 Årsta | 08-781 59 15 |
| Sundsvall Brevterminal | Kolvägen 9 | 852 29 Sundsvall | 060-19 63 18 |
| Trollhättan | Grafitvägen 18 | 461 38 Trollhättan | |
| Umeå Brevterminal | Flygplatsvägen 8 | 904 22 Umeå | 090-15 06 25 |
| Uppsala Brevterminal | Rapsgatan 8 | 753 23 Uppsala | 018-17 97 49 |
| Visby | Skarphällsgatan 6 | 621 41 Visby | |
| Västerås Brevterminal | Ängsgårdsgatan 6 | 721 30 Västerås | 021-16 62 11 |
| Växjö | Smedjegatan 16 | 352 46 Växjö | |
| Örebro | Östra Bangatan 7 | 703 61 Örebro | |
| Östersund | Chaufförsvägen 28 | 831 48 Östersund | |

CUSTOMER SERVICE

Posten Meddelande AB
Business Customer Service
200 05 Malmö

020-23 22 20

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