



# Posten's sorting file

## Instructions

In order to be able to sort and order the items correctly according to the terms and conditions for sorted items, the sorting programme that is used must be updated against Posten's sorting file.

From 1 October 2009 Posten's sorting file is updated once a month. The first of each month there will be an updated sorting file to download.

Main update is, as before, 1 April and 1 October. The sorting programme used *must* be updated on these two occasions.

### Structure of sorting files

Posten's sorting file is based on the principle that every single postcode is directed toward the postal delivery office from which the delivery is made.

COLUMN	CONTENT
A	Valid postcode
B	Valid postal area
C	Distribution office postcode
D	Distribution office postal area
E	Distribution office postal area supplement
F	Name of transit area
G	Transit area number

### Other

Detailed sorting terms and conditions are available in the brochures "Periodicals – sorting instructions" and "Addressed Direct Mail (ADM) and Mailings Sorting Instructions".

#### Addressing examples for box and bundle labels

If the freight carrier comes to the transit area, the label should be addressed according to the example below:

MALMÖ lokal  
20-21

If the freight carrier comes to the distribution office, the label should be addressed according to the example below:

20240  
MALMÖ  
SPILLEPENGEN

If the freight carrier comes to a postcode, the label should be addressed according to the example below:

20240 (20002)  
MALMÖ  
SPILLEPENGEN