

LETTER SHIPMENTS AND ADDRESSED DIRECT MAIL (ADM)

Sorting instructions

To follow you will find instructions on how to prepare letter shipments and addressed direct mail when handing in to Posten. It is important to follow the instructions carefully to ensure that your items are delivered to the recipients according to the product requirements, and that you pay the correct postage. When handing in the items at Posten, they must be sorted in postcode order and also boxed/bundled and addressed to the respective postcode area. If you have any questions about sorting or loading of a sorted shipment, please contact Posten's Business Customer Service, tel 020 232220, or kundtjanst.meddelande@posten.se

THIS IS WHAT YOU DO

Sort the items according to the instructions and then place them in Posten's load carriers as described below:

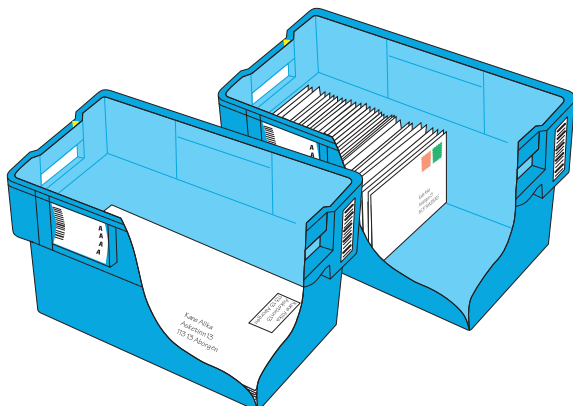
Items in format C5 or smaller are placed in Posten's shipping crates.

Items in format C4 or smaller, but larger than C5, are placed in Posten's shipping crates.

Place the items right-side up and sorted in Posten's shipping crates.

Economy Mail and ADM in a format larger than C4, or with a thickness over 20 mm, is loaded in letter containers (max. weight 450 kg) or onto EUR pallets (max. weight 700 kg, load height 115 cm).

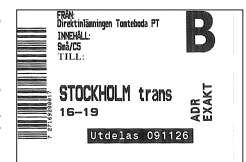
First Class Mail in a format larger than C4, or with a thickness over 20 mm, is loaded in letter containers (max. weight 450 kg) or into sacks (max. weight 25 kg) where the items must be transported by air. You can get further details



Sort and place letters right-side up in crates supplied by Posten.

of the locations/letter areas to which First Class Mail must be delivered by air from Posten's Business Customer Service, tel 020 232220, kundtjanst.meddelande@posten.se.

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 4 for telephone number.



SHIPPING CRATE

Crates containing items (Posten's blue shipping crate) should be at least 75 % full. If the crate cannot be filled at least 75 %, go to the next stage in the sorting rules.

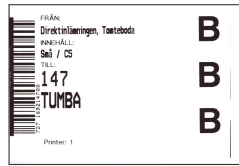
1. Place all items with the same five digits in the postal code in the shipping crate. Address the shipping crate with all five digits in the postal code.

Example 1



- Place all items with the same initial three digits in the postal code in the shipping crate. Exceptions: Postal codes with 0 as the third digit, go to the next stage. The shipping crate is addressed with the first three digits in the postal code.

Example 2



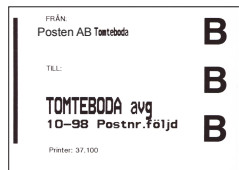
- Place all items to the same letter area in a shipping crate. Address the shipping crate to the letter areas that are described in the table on page 3.

Example 3



- Place items in consecutive postcode order. Address the shipping crate to the Letter Terminal according to the table on page 4.

Example 4



FREIGHT CARS

The freight car should contain at least 16 shipping crates. If this cannot be done, go to the next stage in the addressing rules.

- A minimum of 16 shipping crates with the same initial three digits in the postal code. Mark the freight car with the initial three digits of the postal code.
- A minimum of 16 shipping crates to the same letter area according to the table on page 3. Mark the freight car with the letter area.
- A minimum of 16 shipping crates addressed to the Letter Terminal according to the table on page. Mark the freight car with the name of the Letter Terminal, and "avg".

BUNDLES

A bundle can weigh a maximum of 7 kg and it should contain at least 10 items, or be at least 5 cm thick.

Items that are bundled

A shipment comprising heavy or thick items, e.g. catalogues, brochures or magazines, is instead bundled to be placed in crates.

Every bundle must be securely bound with flat plastic bands lengthwise and crosswise. The bundle can also be sealed with strong, uncoloured and completely transparent plastic. The plastic should completely enclose the bundle, so that it is held together securely. The plastic may not be microperforated and the thickness of the plastic must be at least 50 my.

The bundle is addressed using special bundle labels, or by printing* the bundle address straight on the items. Bundle labels should include information on the sender, service level, postal code and location, or the word "LOCAL".

*) Bundles with special batch information printed straight on the items do not need to be supplied with a bundle label. The destination of the bundle is then printed to the right of the addressee's name and address, on the top item in the bundle.

Sorting of bundles

The bundle should contain at least 10 items, or be at least 5 cm thick. If this is not possible, go to the next stage in the sorting rules

- Place all items with the same five digits in the postal code together. Address the bundle with all five digits of the postal code, together with the word "LOCAL".
- Place all items with the same initial three digits in the postal code together. Exceptions: Postal codes where the third digit is 0; go to next stage. The bundle should be addressed with the initial three digits, together with the word "LOCAL". (Go to next stage for sorting of fewer than three digits)

- Place all items to the same letter area in a shipping crate. Address the shipping crate to the letter areas that are described in the table on page 3.
- Place items in consecutive postcode order in the shipping crate. Address the crate with the name of the Letter Terminal and “avg”, according to the table on page 4.

LOADING A LETTER CONTAINER OR PALLET WITH BUNDLED ITEMS

Bundles are loaded into letter containers (max. weight 450 kg) or onto approved EUR pallets (max. weight 700 kg, max load height 115 cm). Details on the procedure for loading First Class Mail and bundles are given in the next section.

The load carrier should weigh at least 200 kg, or be filled to roughly 75 %. If this is not possible, go to the next stage in the loading rules.

- Place all bundles with the same five digits in the postal code in the load carrier. Mark the load carrier with the same five digits in the postal code.
- Place all bundles with the same initial three digits in the postal code in the load carrier. Mark the load carrier with the initial three digits of the postal code.
- Place all bundles to the same letter area according to the table on page 3 in the same load carrier. Mark the load carrier with the name of the letter area.
- Mark the load carrier with the name of the Letter Terminal and “avg”, according to the table on page. Only approved EUR pallets may be used if the bundles are being loaded onto a pallet.

Each pallet should be securely and safely loaded, and be fitted with a pallet lid. It should be bound with steel bands or strong plastic bands, with at least one band lengthwise and two bands crosswise.

The pallet can also be shrink-wrapped to protect the goods, and reinforced corners may also be used if the items are susceptible to shocks. The plastic should completely surround the goods and be securely attached to the pallet.

Loading of bundles - First Class Mail

First Class Mail to some locations/letter areas has to be transported by air in order to arrive on the next weekday. The locations/letter areas that have deliveries made by air depend on the time at which the shipment is handed in to Posten, and where in the country it is handed in. You can get further details of the locations/letter areas to which First Class Mail must be delivered by air from Posten’s Business Customer Service, tel 020 232220, kundtjanst.meddelande@posten.se.

Bundles of First Class Mail addressed to a particular postal code or location that requires transportation by air should be loaded into sacks (max. weight 25 kg) and addressed with a sack label. Bundles of First Class Mail addressed to a particular postal code or location that does not require transportation by air should be loaded into letter containers. Pallets should not be used as load carriers for First Class Mail

Letter areas			
Stockholm lokal	10	Nässjö trans	58–59
Stockholm lokal	11	Stockholm trans	60–62
Stockholm trans	12–15	Västerås trans	63–64
Stockholm trans	16–19	Karlstad trans	65–69
Malmö lokal	20–21	Västerås trans	70–71
Malmö trans	22–24	Västerås trans	72–73
Malmö trans	25–27	Uppsala trans	74–76
Malmö trans	28–29	Uppsala trans	78–79
Alvesta trans	30–35	Uppsala trans	77, 80–81
Alvesta trans	36–39	Sundsvall trans	82, 87–88
Göteborg lokal	40–41	Sundsvall trans	83–84
Göteborg trans	42–44, 47	Sundsvall trans	85–86
Göteborg trans	45–46	Umeå trans	89–92
Göteborg trans	50–51	Umeå trans	93–94
Nässjö trans	52–54	Umeå trans	95–98
Nässjö trans	55–57		

CONSIGNMENT OFFICES

City	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	Östansvindsgatan14	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	
StockholmTomtebodabrevterminal	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	Ljungadalsgatan 4A	352 46 Växjö	0470-214 97
Örebro	Östra Bangatan 7	703 61 Örebro	
Östersund	Chaufförsvägen 28	831 48 Östersund	

CUSTOMER SERVICE

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Business Customer Service
200 05 Malmö

020-23 22 20

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www.posten.se

