
SORTING INSTRUCTIONS FOR PERIODICALS

I. SORTED PERIODICALS

Client-sorted Periodicals consignments must be sorted in accordance with Posten's sorting file and addressed to:

1. individual postal codes
2. postal delivery offices
3. letter areas.

The sorted periodicals must be

- Bundled (see point 3 below) – the bundles should be loaded in letter containers or on pallets or
- Loaded in Posten's shipping crates (see point 6 below) – the shipping crates should then be loaded onto Posten's freight cars.

2. POSTEN'S SORTING FILE

Posten's sorting file is updated once a month. An updated file is available for downloading on the first day of each month. The main update takes place on the first Monday of March.

Posten's sorting file can be downloaded at posten.se. For further information, please contact your sales representative or Customer Service on 020-23 22 20.

3. BUNDLING PUBLICATIONS

Sorted Periodicals consignments should be either bundled or loaded in Posten's transport crates. Publication mailings should normally be dropped off in bundles, particularly for larger volumes. Publication bundles must consist of at least ten publications or be at least 5 cm thick. It is important that each publication bundle is properly held together, either with flat plastic bands lengthwise and crosswise, or with strong, uncoloured and completely transparent plastic. The plastic may not be microperforated and the thickness of the plastic must be at least 50 µm.

- The maximum weight for a bundle is 7 kg.

Contact your sales representative or Customer Service for further information about publication volumes. 020 232220.

4. ADDRESSING PUBLICATION BUNDLES

Every individual publication bundle should be addressed to the postal code, postal delivery office or letter area to which the publications in the bundle are to be delivered. The bundle information should be printed clearly on every publication when printing the recipient's address information. All the necessary information about the bundle's destination and contents should appear on the top publication in the bundle.

- If the bundle contains at least ten publications to the same postal code or is at least 5 cm thick, the publications should be bundled together and addressed with the full postal code, 5 figures followed by the word "lokal", e.g. 541 38 lokal.
- If the bundle contains at least ten publications to the same postal delivery office or is at least 5 cm thick, the publications should be bundled together and addressed to the postal delivery office, followed by the postal code for the postal delivery office and the word "lokal", e.g. 541 12 lokal.
- If the bundle contains fewer than ten publications to the same postal delivery office, fill the bundle with publications to the same letter area. Address the bundle to the letter area, e.g. NÄSSJÖ trans 52-54.
- Those publications which do not need their own bundle/shipping crate to the letter area should be loaded in a shipping crate addressed with a crate label to the consignment terminal, e.g. NÄSSJÖ avg.

5. LOADING PUBLICATION BUNDLES ON PALLETS OR IN LETTER CONTAINERS

Periodicals B

Addressed publication bundles should be loaded in letter containers or on approved EUR pallets addressed to the postal delivery office or the letter area.

Dimensions and weight for letter containers/pallets:

- The maximum weight for a letter container is 450 kg
- The maximum weight for a pallet is 600 kg
- The maximum load height for a pallet is 115 cm

Large volumes of bundles should always be loaded on pallets. Each pallet should be securely and safely loaded. The pallets should be fitted with a pallet lid and bound with steel bands or strong plastic bands, with at least one band lengthwise and two bands crosswise. The pallets can also be shrink-wrapped to protect the publications. The plastic should completely surround the goods and should be securely attached to the pallets.

Addressing letter containers or pallets

- If the freight carrier is 75% full or holds at least 200 kg of bundles to a single postal delivery office, address the letter containers or pallets direct to the postal delivery office, e.g. "541 12 SKÖVDE".
- If it contains less, use a letter container and fill it with bundles to the same letter area. Address the letter container to the letter area, e.g. "NÄSSJÖ trans 52-54".

Periodicals A

Periodicals A that do not need to be delivered by air are loaded into letter containers (not pallets) in the same way described under Periodicals B. Bundles containing Periodicals A that need to be delivered by air are loaded in sacks, which are addressed to the postal delivery office/letter area using sack labels.

- The maximum weight for a sack is 25 kg.

You can find out about the locations/letter areas to which Periodicals A must be sent by air from Direct Consignment at your nearest post terminal. For further information, please contact Customer Service on 020 232220.

6. CRATING PUBLICATIONS

Load the sorted publications with the address side upwards in Posten's shipping crates. Every shipping crate should be at least 75% full. The crates should then be loaded onto freight cars. Both shipping crates and freight cars must be addressed when they are handed in to Posten.

- The maximum load for a freight car is 20 shipping crates.

Addressing shipping crates and freight cars

- Shipping crates containing publications to the same postal code and which are at least 75% full should be addressed using a crate label as follows:
 - Line 1 The postal code for the postal delivery office, e.g. 541 12
 - Line 2 The city/town, e.g. Skövde
 - Line 3 The postal code that the shipping crate contains, e.g. 541 38
- If there are fewer publications, the crate should be filled with publications to the same postal delivery office in accordance with Posten's sorting file and addressed to the postal delivery office, e.g. 541 12 Skövde.
- For low volumes, fill with publications to the same letter area, and address the shipping crate to the letter area, e.g. NÄSSJÖ trans 52-54.
- Those publications which do not need their own shipping crate to the letter area should be loaded in a shipping crate addressed to the consignment terminal, e.g. NÄSSJÖ avg.

If there are more than 16 crates to the same postal delivery office on the freight car, address the freight car to the postal delivery office, e.g. 541 12 SKÖVDE. For fewer crates, fill with crates to the same letter area and address the freight car to the letter area, e.g. NÄSSJÖ trans 52-54. For smaller volumes and mixed recipients, address the freight car to the consignment terminal, e.g. NÄSSJÖ avg.

7. PUBLICATIONS SORTED WITHOUT THE USE OF POSTEN'S SORTING FILE

Manual client-sorted Periodicals consignments usually consist of smaller publication volumes. Crate or bundle the publications as detailed below.

Crating

- Sort the publications into postal code order by all five digits in the postal code.
- Load the publications in Posten's shipping crates to the relevant letter areas – see the list on page 3.
- If the shipping crate to the letter area is less than 75% full, address it with a crate label to the letter area, e.g. NÄSSJÖ trans 52-54.
- For smaller volumes, load the publications in a shipping crate addressed to the consignment terminal, e.g. NÄSSJÖ avg.
- Load the shipping crates onto Posten's freight cars addressed with labels to the consignment terminal.

Bundling

- Sort the publications into postal code order by all five digits in the postal code.
- Load the publications in bundles to the relevant letter areas – see the list on page 3.
- Each bundle should always be securely bound together or sealed in plastic and addressed with special bundle labels to the letter area, e.g. NÄSSJÖ trans 52-54.
- The bundle label must also include details of the sender, the sender's address and the service level.
- If there are fewer than ten publications to a letter area, load the publications in Posten's shipping crates and address the shipping crates with crate labels to the consignment terminal, e.g. NÄSSJÖ avg.
- Load the addressed publication bundles onto Posten's letter containers and address the containers with labels to the consignment terminal, e.g. NÄSSJÖ avg.

8. MISCELLANEOUS

Direct Consignment at your nearest post terminal can supply the materials you need to prepare your Periodicals consignment. You can also ask them any questions about sorting, bundling, loading and addressing your Periodicals consignment.

For international issues, please contact our Customer Service on 020 232220. Please contact our International Customer Service on +46 (0)771 232200 if you are calling from outside Sweden. E-mail: kundtjanst.meddelande@posten.se

9. LETTER AREAS

Stockholm lokal	10	Nässjö trans	58–59
Stockholm lokal	11	Stockholm trans	60–62
Stockholm trans	12–15	Västerås trans	63–64
Tomtebodav 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		

10. CONSIGNMENT OFFICES

Sorted Periodicals Normal and Low

ORT	GATUADDRESS	POSTADDRESS	TELEFON
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	Bangatan 12	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	Barnarpsgatan 11	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	
Stockholm Tomtebodas 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	Ljungadalsgatan 4 A	352 46 Växjö	
Örebro	Östra Bangatan 7	703 61 Örebro	
Östersund	Chaufförsvägen 26	831 48 Östersund	

Unsorted Periodicals

Unsorted Periodicals can be handed in either at the above consignment offices or at any Posten Business Service Centre. Visit Posten.se for details of your nearest Posten Business Service Centre.

CUSTOMER SERVICE

Posten Meddelande AB
Business Customer Service
200 05 Malmö
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