

PROPERTY SELECTED

SORTING INSTRUCTIONS

When you have made your order from Property Selected, you will receive address labels/address files sorted according to Posten's Sorting file. The addresses are taken out in postcode order (according to five digits in the postal code) and in alphabetical order according to delivery addresses/street names. Posten's Sorting file and printing block for marking of Property Selected is available at posten.se.

SORTING INSTRUCTIONS

Posten's sorting instructions describe how Property Selected should be dropped off at Posten. It is important that these instructions are followed, so that your items are distributed to the recipients according to the product requirements:

- The items should be sorted in order of postal code per consignment office, and bundled or loaded into Posten's blue crates. The bundle or blue crate should be addressed to each consignment office according to the cut-off date in the address file from PAR.
- If the items to each consignment office do not fill at least 75% of Posten's blue crate, then the crate should be addressed to the Letter Area. In such cases there should be a spacer separating the various consignment offices in the crate.

LETTER AREAS

LOACTION AND POSTCODE AREA			
Stockholm lokal	10	Nässjö trans	58–59
Stockholm lokal	11	Stockholm trans	60–62
Stockholm trans	12–15	Västerås trans	63–64
Tomtebodå 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		

PRACTICAL INSTRUCTION

Bundle

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 should be addressed with a special bundle label, which should include information on the sender, and the postal code and location of the Postal Delivery Office/consignment office.

The weight of the bundle may not exceed 7 kg. Bundles with special batch information printed directly 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.

If there is no equipment for bundling the items, then they can be packed into Posten's Blue Crates as follows:

- Items in C5 format or smaller are placed in shipping crates.
- Items larger than C5 up to C4 format are placed in shipping crates.

For further information on packing, see sorting instruction at Posten.se. Shipping crates, freight cars, letter containers and address labels can be ordered from Direct Consignment at your nearest Letter Terminal.

CONSIGNMENT OFFICES

CITY	STREET ADDRESS	POSTAL ADDRESS	TELEPHONE
Alvesta Brevterminal	Lillsjögatan	342 36 Alvesta	0472-45 816
Borlänge	Skomakargatan 5	781 00 Borlänge	
Borås	Bockasjögatan 12	504 00 Borås	
Eskilstuna	Björksgatan 5	631 00 Eskilstuna	
Falköping	Bangatan 12	521 01 Falköping	
Gävle	Marielundsvägen	803 22 Gävle	
Göteborg Brevterminal	Kruthusgatan 15	405 10 Göteborg	031-62 38 93
Halmstad	Helmfeldtsgatan 59	302 50 Halmstad	
Helsingborg	Västra Sandgatan 7	252 00 Helsingborg	
Hässleholm	Drottninggatan 2	281 00 Hässleholm	
Jönköping	Barnarpsgatan 11	553 16 Jönköping	
Kalmar	Lorensbergsleden 1	391 00 Kalmar	
Karlskrona	Blåportsgatan 7	371 00 Karlskrona	
Karlstad Brevterminal	Östansvindsgatan14	651 00 Karlstad	054-17 18 33
Kristianstad	Vattentornsvägen 9	291 00 Kristianstad	
Linköping	Södra Oskarsgatan 4	581 00 Linköping	
Luleå	Blomgatan 17	971 00 Luleå	
Lund	Gasverksgatan 3	222 00 Lund	
Malmö Brevterminal	Fårögatan 7	202 10 Malmö	040-14 94 36
Norrköping	Norra Promenaden 86	601 00 Norrköping	
Nässjö Brevterminal	Terminalgatan 7	571 00 Nässjö	0380-55 58 00
Skövde	Trädgårdsgatan 15	541 01 Skövde	
StockholmTomtebodabrevterminal	Terminalvägen 6	173 05 Solna	08-781 76 03
Stockholm Årsta Brevterminal	Byängsgränd 1	120 00 Årsta	08-781 59 15
Sundsvall Brevterminal	Kolvägen 9	851 00 Sundsvall	060-19 63 18
Trollhättan	Grafitvägen 18	461 00 Trollhättan	
Umeå Brevterminal	Flygplatsvägen 8	901 00 Umeå	090-15 06 25
Uppsala Brevterminal	Rapsgatan 8	751 00 Uppsala	018-17 97 49
Visby	Skarphällsgatan 6	621 00 Visby	
Västerås Brevterminal	Ängsgårdsgatan 6	721 00 Västerås	021-16 62 11
Växjö	Ljungadalsgatan 4A	352 46 Växjö	0470-214 97
Örebro	Östra Bangatan 7	701 01 Örebro	
Östersund	Chaufförsvägen 26	831 00 Östersund	

CUSTOMER SERVICE

Posten Meddelande AB
Customer Business Service
200 05 Malmö

+46 8 232220

kundtjanst.meddelande@posten.se

www.posten.se

