



Specifications for Posten's
Shipping Labels
Version 6.09

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1. Introduction

This document describes Posten AB's standards for shipping labels produced by printing software. Posten's application of Standardized Shipping Labels (SSL) for printing on label printers (thermal transfer, direct thermal) and laser printers is described in the document.

The target group is companies that want to produce printing software capable of creating shipping labels with support for one or more of Posten's shipping services.

They can be companies that produce printing software sold to other companies or Posten's clients who wish to implement support for Posten's shipping labels in their client specific business system.

This document is available in two languages, Swedish and English.

Please note that these are general specifications for those shipping labels that are required in order to use Posten's various shipping services. It is possible that not all parts of the document are applicable for your company.

All information stated for each specific service or shown in examples is mandatory on the shipping labels.

For information on service terms such as liability, weight and volume limits, valid recipient countries, valid C.O.D. amounts and currencies etc., please refer to the service specific special terms and conditions, price lists and product folders that can be downloaded from www.posten.se.

It is Posten's ambition that the shipping labels for our services are as similar to each other as possible. If you develop support for one of Posten's services, it should require a minimum of changes to follow the requirements for other services. Since some services are managed by international networks they have deviant requirements regarding for example layout, bar codes and type of parcel-id.

There is a separate document specifying Posten's keyed services. You need a special agreement to be able to use these keyed services. Please talk to your sales contact or with Posten Call Center to request the specifications for Keyed Services.

2. Conditions

Creating Posten's shipping labels from your own system are subject to three conditions. The system must have a number of built-in checks, the shipping labels created by the system must be tested before being used and you must be a registered user.

2.1 Checks

The system must have the following built-in checks:

- A check that the most basic information is provided for the service to be performed, i.e. complete sender and recipient information, client number, parcel number and product code.
- Built-in block to prevent the allotted parcel number series from being overdrawn. When the number series has been expended, it should not be possible to print out Posten's shipping labels.
- Memory (date stamp) for already used parcel numbers so it is not possible to reuse them. Reusing a Posten number series is not allowed. Once a number series is used, a new should be ordered. For ordering number series, please refer to the chapter about parcel numbers in this document. However, this is not valid for parcel numbers issued by GS1. These may be reused after 3 years.
- A check that the provided paying client number contains 10 digits.
- A check that an account number and payment reference number have been provided for the C.O.D. additional service and that there is an amount greater than 0 on parcel number one in the shipment.
- A check that the weight has been provided. This is required in order to show the correct weight symbol.

2.2 Tests

Test of shipping labels comprising services, services or layouts previously not supported by the current system.

Before the system may be used or sold, the shipping labels for Posten's services and additional services supported by the system must be approved by Posten. If the system supports printing on both label printers (direct thermal and/or thermal transfer) and laser printers, the print-outs from both types of printers must be approved.

The approval process is handled by Posten's partner "Streckkodsspecialisten i Sverige AB". To obtain approval you need to order a test and send test print-outs to:

Streckkodsspecialisten i Sverige AB
Att. Kristina Leth
P.O. Box 219
SE-133 02 SALTSJÖBADEN
SWEDEN

The order form is available at
http://www.posten.se/c/info_frakthandlingar_egetsystem

A test of print-outs checks the following:

- Layout
- Quality of the bar codes. Requirement of at least overall symbol grade B according to ISO 15416.
- The contents of the bar codes
- Paper quality of the labels used during printing.

A completed test is charged with SEK 950 excl. VAT.

Information about the testing process is available at Streckkodsspecialisten's Web site:
<http://www.streckkodsspecialistenab.se>.

Please note: The test is mandatory for your benefit. There are very few companies that produce Posten's shipping labels perfectly on their first attempt. Using an incorrect shipping label will cause your or your customer's goods to be stopped in our distribution system.

Companies that sell printing software that produces shipping documents approved by Posten are listed on Posten's Web site at
http://www.posten.se/c/info_frakthandlingar_godkandasystem

Test of shipping labels produced by systems listed on Posten's Web site

When implementing the systems listed on Posten's Web site at Posten's clients the following applies:

Test print-outs must be submitted for every unique client implementation since many different parameters determine the quality of a print-out, such as type of printer, ribbon, paper quality, and the mapping of information from the main system.

The test print-outs should be sent to:
Posten AB
Kundtjänst Frakthandlingar
SE-781 00 BORLÄNGE
SWEDEN

Required information:

Company name, client number, telephone number, contact person and e-mail address, name of the Posten approved label printing software and the services/additional services used.

3. Service and Additional Service Chart

1. Only available for domestic shipments in Sweden
2. Country dependencies
3. These services requires a special contract
4. Only available to Denmark
5. Not available for domestic shipments in Sweden



		Additional services (code) / Tilläggstjänster (kod)																						
		Postförskott (COD) (1)	Behållarhyra (Container rent) (2)	Begränsad mängd farligt gods (Limited Quantities of Dangerous Goods) (3)	ADR ³ (76)	Mottagarfrakt (Consignee paid freight) (4)	Split Shipment ³ (89)	Leveransanvisning (Delivery instruction) (71-75)	Föravisning, SMS/e-post (Pre-advice, SMS/eMail) (48)	Leveransanvisning, SMS/e-post (Delivery notification, SMS/eMail) (49)	Telefonanvisning (Notification by phone) (50)	Utlämningsanvisning, SMS/e-post (Confirmation of delivery, SMS/eMail) (51)	Brevanvisning (Notification by Letter) (66)	Sms-anvisning (Notification by SMS) (68)	Valfritt hämtställe (Optional Service Point) (77)	Förlängd liggetid (Extended period of retention) (7)	Mottagaren hämtar (Receiver collects) (38)	Utkörning (Home Delivery) (39)	Leverans utan kvittens (Delivery without POD) (55)	Tidsbestämd leverans ³ (Time Agreed Delivery) (53)	Däck (Tyres) (62)	Garanti retur (Warranty return) (97)	Returemballage (Return of wrappings) (98)	Returgods (Item returns) (99)
Code / Kod	Regular services / Ordinarie tjänster																							
31	DPD Företagspaket 09.00 (DPD Business Parcel 9 a.m.)			•		•		•	•		•													
14	DPD Företagspaket 12.00 (DPD Business Parcel 12 noon)			•		•		•	•		•													
15	DPD Företagspaket 16.00 (DPD Business Parcel 4 p.m.)	•		•		•		•	•		•										•			
88	DPD Utrikes (DPD Intl)																							
42	Expresspaket (Express Parcel)					•		•									•							
32	Hempaket (Home Delivery)																							
19	MyPack	•						•				•	•	• ²	• ¹		• ⁴							
24	MyPack Return																							
52	PALLETT (Pallet)		• ¹	•	• ¹	• ¹		• ¹	• ¹	•	• ¹							•		•				
91	Postpaket Utrikes (Postal Parcel Intl)																							
Code / Kod	Services that require a special contract / Tjänster som kräver särskilt avtal																							
51	Comeback																							
55	DPD Företagspaket Lokalt (DPD Business Parcel local)			•		•		•	•		•													
57	DPD Företagspaket Special (DPD Business Parcel Special)		•	•		•		•	•		•													
58	HIT Forwarding																							
48	HIT InNight																							
49	HIT InNight Reverse																					•	•	•
69	HIT Systems																							
26	Paket utan kvittens (Parcel without signature)							•	•		•													
53	PALLETT Special (Pallet Special)																							
44	P.EX. Distribution																							
13	Postpaket (Postal Parcel)	•						• ¹	• ¹		• ¹		•	•	•	•								
59	Retail Delivery		• ¹	• ¹				• ¹	• ¹		• ¹		•	•	•	•								

4. Services

4.1 Expresspaket

For the service Expresspaket the text "UTKÖRES TILL MOTTAGAREN" should always be printed in capital letters if the additional service "AVHÄMTAS AV MOTTAGAREN" (38) is not chosen.

In addition the consignee's telephone number is required both in the "To-segment" and on the receipt part (Adresskort) of the label when the consignee is to collect the parcel.

The text "UTKÖRES TILL MOTTAGAREN" or chosen additional service should be printed under the section "Tilläggsjänster" on the receipt part (Adresskort) and below "Tilläggsjänster" on the main part of the label. Please refer to the label examples.

4.2 Postpaket Utrikes

Contact person and telephone number to the consignor as well as the consignee is required on the label's "From" and "To" section.

For more information on where to print the information, please refer to the label examples in appendix 4.

When goods are shipped to countries outside EU, the shipping label must have customs information.

For commercial values up to SEK 2 000 it is adequate to print the customs information on the shipping label. The customs information will then replace the "green customs label", CN22.

For commercial values from SEK 2 000 up to 10 000 the shipping label should be complemented with the customs document CN23. For commercial values exceeding SEK 10 000 the shipping labels should be complemented with a so called SAD, Single Administrative Document.:

- "Value & Currency:"
- "Harmonized code:"
- "Description:"

On the label for the service Postpaket Utrikes there should be an instruction on how to treat the package in case of non-delivery to the consignee.

The caption is "Sender's instructions in case of non-delivery"

There are two alternatives:

If the parcel is to be handed over to the postal organisation in the consignee's country, the text should be "Treat as abandoned"

If the parcel is to be returned to the consignor (return fee will be charged), the text should be "Return to sender. Return fee will be charged".

4.3 PALLETT

See Nordic Labels Specification.

5. Additional services

5.1 Behållarhyra (Container rental)

When this additional service is used, the label should contain the following information:

- The text 2-BEHÅLLARHYRA is to be placed under the caption “Tilläggstjänster” on the Transport Instruction’s plain text section as well as on the receipt part (adresskort) when used.

5.2 Begränsad mängd farligt gods (Limited quantity of dangerous goods)

- The text 3-BEGR MÄNGD FG is to be placed under the caption “Tilläggstjänster” on the Transport Instruction’s plain text section as well as on the receipt part (adresskort) when used.

5.3 Leveransanvisning (Delivery instruction)

The additional service Leveransanvisning is not used for any services in this document.

It is only valid in combination with the “keyed” service DPD Företagspaket Special with product code 57. For more information please refer to Posten’s shipping label specifications for “keyed services”

5.4 Valfritt hämtställe (Choice of Collection Point)

MyPack are a service where the consignee will collect the parcel at one of Posten’s service centres after being notified. The service centre to which the parcel will be delivered is decided by which service centre the consignee is associated with.

Each consignee normally collects their parcels from the same service centre.

The additional service Choice of Collection Location means that a postal parcel or a mail order parcel can be addressed to any service centre. The service is ordered and linked to a specific parcel that is to be delivered to the consignee. It can not be generally ordered for all parcels sent to the consignee.

To receive information on Posten’s service centres and to which of those you can choose when using the additional service Choice of Collection Location, Posten has made a file, the Service Centre Data File, available for subscription. To order a subscription of the file, contact your Posten sales representative.

The shipping label should contain the follow data:

- Consignee address should be constructed as follows:
Consignee name
The text “Hämtas hos” in extra bold type.
The service centre’s name
The text “Valfritt hämtställe” (instead of the street address)
Postcode and city to the current service centre. This data is found in the service center data file and is there called “Valfritt postnummer” (Delivery address postcode). Also refer to a separate section below.

Example:

Sven Svensson
Hämtas hos:
Preem Haga
Valfritt Hämtställe
856 43 Sundsvall

Also, please refer to the shipping label examples .As shown in the example above, the parcel is to be addressed to the service centre where the parcel should be collected. It differs from how the serviceMyPack normally work, i.e. when the parcel is addressed directly to the consignee. Please note that the street address to the service centre should be left out.

About Postcodes

The service centre postcode that should appear on the shipping label and in the EDI file is, depending on the message format, called “Valbart postnummer” or ”Delivery address postcode”.

The reason for an extra postcode to each service centre is that the service centre’s own postcode not always is located its own notification area. This is particularly frequent in shopping centres where the parcels are delivered to a common Företagscenter (Business Centre). In most cases the service centre’s postal code and the service centre’s Delivery address postcode is one and the same, but not always. To minimize the risk for a parcel where the consignee have chosen an Choice of Collection Location at e.g. Vivo in Täby Centre, to be sorted to the Business Centre there is a specific postcode, the Delivery address postcode, for Vivo, which is the first postcode in Vivo’s notification area.

5.5 Avhämtas av mottagaren (Pick Up by consignee)

When this additional service is used the shipping label should contain the following data:

- The text 38- AVHÄMTAS AV MOTT. should be placed under the caption “Tilläggstjänster” on the Transport Instruction’s plain text section as well as on the receipt part (adresskort) when used.

5.6 C.O.D.

Within Sweden

When the additional service C.O.D. is used for deliveries in Sweden, the payment information should be in a bar code as well as in plain text on the shipping label.

The shipping label should contain the following information.

- The bar code ”PF belopp och konto” should appear in the bar code section of the Transport Instruction and should contain Amount, Currency, Payment Institute and Account number. For further information, please refer to bar code “PF-Belopp och Konto” in appendix 2.
- The bar code ”Betalningsreferens” should appear in the bar code section of the Transport Instruction and should contain information on type of payment reference used (OCR or Text) as well as the payment reference itself. The content of the bar code should also be printed in plain text below the bar code. For further information, please refer to bar code “Betalningsreferens” in appendix 2.
- The text 1-POSTFÖRSKOTT printed in white capital letters on black background, is to be placed under the caption “Tilläggstjänster” on the Transport Instruction’s plain text section as well as under the same caption on the receipt part (adresskort) if used.
- The information on Giro System, Currency, Amount and Account number is to be placed under the caption “Tilläggstjänster” on the Transport Instruction’s plain text section as well as on the receipt part (adresskort). For further information, please refer to the shipping label examples in appendix 4.
- The shipping label should be marked with the payment symbol.

Information that should appear on the shipping label

Information	In plain text	In bar code
Additional service name	X	
Additional product code	X	X
Amount	X	
Currency	X	

No inpayment form should be used when using C.O.D.

In some cases payment information can be printed exclusively in plain text, if the payment information is sent by EDI. This can be done after special agreement. Talk to your Posten representative if having these requirements.

Giro system

Posten supports two Giro systems:

- Plusgirot
- Bankgirot

Payment Reference

- **OCR Reference**
An OCR reference is used when the consignor has an account linked to "payment service" (IS account) at their Giro system (Plusgirot or Bankgirot). Using this type of account, the payment reference must be numeric and be of correct length and/or contain a check digit according to the Giro system's specifications.
- **Text Reference** A text reference is used when the consignor has a regular giro account. Feed back to the consignor on payments made is normally sent by mail. The text reference is often named "message to the payee".

Consult your bank representative if you are unsure which of the above giro types you use.

IMPORTANT!

If the consignor/payee has an IS-account (OCR-account) it is very important that the payment reference is indicated according to the regulations valid for the specific account type. If not, the payment transaction will not be made by the Giro system. As a result the consignor/payee must make a complaint to Posten and Posten has to investigate the cause for the error.

The payment reference can either be set as a mandatory or optional field in the software. If it is set as an optional field, there should be a logical method to automatically create a value for the reference when the user has not provided one. The default value for reference should be the consignee's name.

Data Requirements

Plusgirot

- **Plusgirot account number**
Today a Plusgirot account number (PG) consists of up to eight characters including a check digit. Plusgirot recommend reserving space for up to ten characters.
- **OCR reference**
An OCR reference may consist of 5-25 digits, including length/check digit.
- **Text reference**
Plusgirot recommend the use of not more than 25 characters, letters or digits. If the payee wishes to have payment feed back by data file only digits can be used. In case the text reference contains letters, the shipping label size will set the limit. In most cases no more than 18 characters will fit.

Bankgirot

- **Bankgirot account number**
Today a Bankgirot account number consists of up to eight characters including a check digit. BGC recommend reserving space for up to ten characters.
- **OCR reference**
An OCR reference may consist of 5-25 digits, including length/check digit.
- **Text reference**
A text reference can contain no more than 25 characters, letters or digits. In case the text reference contains letters, the shipping label size will set the limit. In most cases no more than 18 characters will fit.

Currency

Currency code according to the ISO 4217 standard is three characters long. Only Swedish kronor, SEK, are valid for the service C.O.D. within Sweden.

When the additional service C.O.D is used together with the service Postpaket Utrikes other currencies may be used. For information on which currencies that may be used to what countries, please refer to the price list and product folder that can be downloaded at www.posten.se

C.O.D. Amount

C.O.D amount is indicated with the maximum of seven characters. The two last digits are assumed to be hundredths of the currency in question.

Checks

The minimum level of check that is recommended is that the number of digits in different fields is not exceeded, e.g.:

Payment references – maximum of 25 characters

Plusgirot with OCR reference – minimum of five characters and digits only

Bankgirot with OCR reference – minimum of two characters and digits only

C.O.D. Amount – maximum of seven characters (5 integers plus two decimals) and digits only

Using client reference together with the additional service C.O.D.

When using the additional service C.O.D. and entering the payment information in a bar code on the shipping label, this means that client/shipment reference and payment reference can be of different values. For Posten's clients to get the same reference reported from the Giro system (payment reference) and on the invoice specification for the freight cost as well as being used in Posten's track and trace function, the payment reference will also be regarded as client reference in Posten's system.

However, there is a limitation to this procedure. A payment reference can be 25 characters long, but a client reference only 18 characters. This means that if a payment reference is over 18 characters long, only the first 18 characters will be used as client reference.

If it is important that the payment reference and client reference differ (For example, to determine from the freight invoice specification, using the client reference, which department sent parcels, while you want to know from the Giro system which order a payment belongs to) you need to send electronic EDI to Posten using both payment reference and client reference in the EDI file.

C.O.D. Shipments

If several parcels using C.O.D. are sent at the same time to the same consignee in a so called shipment, the total C.O.D. amount should be printed on parcel number one. On the following parcels the C.O.D. amount should be 0 SEK. The amount SEK 0 should be printed both in plain text, and in the bar code called "PF –Belopp och konto". When using C.O.D. it is very important that the number of parcels in the shipment is clearly indicated. On the shipping label there should be indicated which parcel is which in the shipment as well as the total number of parcels in the shipment. This is done by printing "X/Y" on the label, where X is the current parcel's number and Y is the total number of parcels in the shipment.

For example: Parcel: 1/3, 2/3, 3/3.

All of the three bar codes "PF-Belopp och konto", "Betalningsreferens" and "Missioncode" should always be printed on the shipping label. The contents of the bar codes "Betalningsreferens" and "Missioncode" should be the same for all parcels in the shipment. Only the bar code "PF-Belopp och konto" will be different for each parcel in the shipment.

Example:

The contents of the bar code "PF-Belopp och konto" for parcels in a C.O.D. shipment with three parcels where the payment information is

Amount: 909,00

Currency: SEK

Giro system: Plusgirot

Account number: 90 1950-6

Parcel one of three (1/3)

Bar code: 1Z90900SEKP9019506 (Note! Amount SEK 909)

Parcel two of three (2/3 and three of three (3/3)

Bar code: 1Z000SEKP9019506 (Note! Amount SEK 0)

For further information, please refer to the shipping label examples.

Parcel Number Series

Today, Posten handles four different types of number series to identify parcels in the parcel distribution system, Posten's standard, Posten's UPU, EAN SSCC and DPD (international). The parcel number series for DPD (international), product code 88 is described in a separate document.

The table below show which parcel number series that are approved for each service.

Product Code	Service Name	Posten's standard	GS1 SSCC	DPD	UPU with prefix CC	UPU with prefix RO
31	DPD Företagspaket 09.00 (DPD Business Parcel 9 a.m.)	X	X			
14	DPD Företagspaket 12.00 (DPD Business Parcel 12 noon)	X	X			
15	DPD Företagspaket 16.00 (DPD Business Parcel 4 p.m.)	X	X			
19	MyPack	X	X			
32	Hempaket (Home Delivery)	X	X			
42	Expresspaket					X
91	Postpaket Utrikes (Postal Parcel International)				X	

6.1 Order parcel number series

Posten distributes the parcel number series above described as Posten's standard, DPD, UPU with prefix CC, UPU with prefix RO.

To acquire a parcel number series for the first time or to get a "refill" of parcel numbers, please refer to Posten's Web site <http://www.posten.se/frakthandlingar>.

Go to "Fysiska frakthandlingar" by clicking the link "Skapa eller beställ". On the page "Fysiska frakthandlingar" you will find the link "Beställ kollinnummerserie".

You can also send an e-mail to: verktyg.logistik@posten.se

In the subject field, please type "Kollinummer".

The message should contain information about:

- Company name, contact and telephone number
- Posten client number for parcel services and company registration number

- Estimated annual consumption of parcel numbers
- Name of the printing software supplier or information that the system has been developed in-house
- Parcel service(s) to be used

Posten distributes a series containing all digits but the last check digit and suffix, if applicable. The printing software should calculate the check digit for each parcel numbers respectively and add a suffix if applicable. For more information on how the check digit is calculated, please refer to appendix 3.

6.2 Re-using parcel number series

Re-using a parcel number series is allowed after 18 months.

6.3 Posten's Standard

Posten's standard is a 13-digit number series distributed by Posten. A parcel number in accordance with Posten's standard follows the construction 1234 567 890 5 SE. The eleventh digit is a check digit, which is calculated according to weighted modulus 11. A more detailed description is found in appendices 2 and 3.

6.4 Posten's UPU parcel number series

Posten's UPU (Universal Postal Union) is a 13-digit number series distributed by Posten. The services using this series are Express 07.00, Postpaket Utrikes and Express Global. All three services have a unique prefix (two initial letters) in the parcel number.

6.4.1 Postpaket Utrikes (Postal Parcel International)

This parcel number series starts with the letters CC, followed by an eight digit serial number, in turn followed by a check digit and ends with the letters SE. Please refer to appendices 2 and 3. Example on parcel number for Postpaket Utrikes:

CC 999 999 99X SE (where X is the check digit).

The check digit is calculated using modulus 11. The prefix CC is replaced with 00 when calculating the check digit.

The service Postpaket Utrikes can only be used with this parcel number series.

6.5 GS1 SSCC

The parcel number series SSCC (Serial Shipping Container Code) issued by GS1 is an 18 digit number series. In addition the code starts with the "application identifier" 00.

This parcel number series is suitable for clients wanting to use the same parcel number series for several forwarders. Please note that the SSCC can only be used for Posten's domestic services and Posten's pallet service PALL.ETT, product code 52 (SSCC may also be used for international PALL.ETT shipments). Also, different forwarders have different regulations regarding time constraints for reusing number series. When using Posten, a GS1 series may be reused after three years at the earliest. More information about SSCC can be found on GS1 Sweden's Web site: <http://gs1.se>.

GS1 Sweden assigns the number series. Orders can be placed on the Web address above.

7. Symbols

Regardless of the type of print-out or layout you will use, a number of symbols must be added to the shipping labels.

One of the symbols below should be indicated on the shipping label when using the additional service Postförskott (C.O.D):



Size:

The base of the triangle should be 17 mm on the printed shipping label.

The symbol in Swedish (Betaling) is used for parcels shipped to consignees in Sweden. The symbol in English (COD) is used for parcels shipped to consignees outside Sweden.

Posten's corporate logotype should appear on all shipping labels:



Size:

The circle's diameter should be approximately 6 mm on the printed shipping label.

All shipping labels* should also be labelled with a weight symbol:



Weight symbol: 0-15 kg 15-25 kg 25 kg –

Size: 20 mm x 20 mm, if possible.

More information on labelling weight is available at <http://www.tya.se>

* Note!

The indicated weight normally has nothing to do with billing; rather it is intended to reduce the risk of working related injuries. Therefore, an indication of the weight is necessary but it does not have to be the exact weight.

The weight symbol is intended to be a protection and create good working conditions for those handling the parcels.

No weight symbol is needed for the Brevpostförskott (C.O.D. Letter) service.

All symbols that should be indicated on the shipping label can be downloaded from Posten's Web site:

<http://www.posten.se/frakthandlingar>.

Go to "Fysiska frakthandlingar" by clicking the link "Skapa eller beställ". On the page "Fysiska frakthandlingar" you will find the symbols in the drop down menu "Skapa eget utskriftssystem".

8. Posten's application of the Standardized Shipping Label (SSL)

The following describes Posten's application of e-Com Logistics' "Manualen Standardiserad Transportetikett, version 2.02" (The Manual for Standardized Shipping Labels, version 2.02). The manual can be downloaded at e-Com Logistics' Web site: www.ecomlogistics.se.

The application instructions below should be seen as an addendum to the general instructions in the branch standard. The details should be printed with similar fonts, sizes and formats as the sample layout under the heading "Examples of SSL layouts".

The size of the label is:

The length of the shipping label, without the receipt part (Adresskort): 190 mm (including From and To sections, the Transport Instruction's bar code section, the Transport Instruction's plain text section as well as the parcel identity).

Total length: 190 mm

Width: 105 mm

From section (section 3.2 in the SSL Manual)

Line 1-5 should indicate address information.

Line 6 should indicate telephone number to the consignee and shipping date.

Line 4 should indicate the consignor's contact data.

Line 5 should indicate the consignor's company registration number.

Swedish return address

For those of Posten's services that are exclusively for shipments to consignees in Sweden, it is required that the consignor's address also is within Sweden. This in case of non-delivery and the parcel has to be returned to the consignor.

The services in this document that can be sent within Sweden only are:

Företagspaket 0900, Företagspaket 1200, Företagspaket 1600, Postpaket, Hempaket och Brevpostförskott.

To section (section 3.3 in the SSL Manual)

Line 1-5 should indicate address information.

Line 6-9 should indicate delivery instructions, approx. 35 characters per line.

Line 6 should indicate the consignee's contact data.

Line 7 should indicate the contents of the parcel.

Line 8 should indicate the consignee's entry code number.

Line 9 should indicate the consignee's telephone number.

Transport Instructions – plain text section (section 3.4.2 in the SLL Manual)

Line 1: Posten's logotype, the name of the service, the payment symbol (if applicable) and the product code

Line 2: The consignor's client number (10 digits, grouped 3+3+3+1).

Line 3: The caption "Tilläggstjänster" (Additional services)

Line 4-6: Selected additional service(s)

For the additional service POSTFÖRSKOTT (C.O.D.) the account number (Plugirot or Bangirot) and the amount (in SEK) is indicated under each caption. Payment reference and type of reference is indicated in plain text under the Payment reference bar code.

For the additional service Consignee Paid Freight, the consignee's client number (10 digits, grouped 3+3+3+1), is indicated under the caption "Mottagarens kundnummer".

There should be space reserved for 15 different additional services in the software. It should be possible to indicate three additional services on the label simultaneously. The additional services Mottagarfrakt (Consignee Paid Freight) and Postförskott (C.O.D.) are always indicated on line 6.

Transport Instructions – bar code section (Section 3.4.1 in the SSL Manual)

a) Missioncode (Service Code)

The “Missioncode” contains almost all information that normally should be registered about a shipment. Additional codes are required for certain services. See below.

Technical specifications about the “Missioncode”:

Code 128. Narrow module (X-module) approx 0.40 mm, code height 14 mm. No “plain text” under the code.

“UPPDRA” is printed above the bar code.

Construction: Data identifier: 2Z + product code 2 digits + possible additional product code(s), two digits each + 00 that complete the section + 10 digit client number + consignee’s 5 digit postcode (for international parcels, the postcode begins with the country code, followed by the national postcode).

Example 1 Service: Företagspaket 16.00, product code 15
Additional service: Postförskott (C.O.D.), additional product code
01
Client number: 012 345 678 2
Consignee’s postcode: 522 97

Missioncode: 2Z150100012345678252297

Example 2 Service: MyPack, product code 19
No additional services
Client number: 012 345 678 2
Consignee’s postcode: 112 41

Missioncode: 2Z1900012345678211241

8.1 How to treat country codes when a parcel is sent to countries other than Sweden

In the bar code “Missioncode”, there should always be data about the consignee country (2-letters ISO code) when the origin country is Sweden.

Services affected are PALL.ETT, MyPack and HIT InNight. A list of how different countries indicate their postcodes and their ISO country codes can be found at: <http://www.iso.org> (2-letters country code, ISO 3166).

8.2 How to treat international postcodes in the “Missioncode”

The consignee postcode is always to be indicated in the bar code named “Missioncode”. However, there is an exception to this rule.

If the consignee postcode is non-numerical or exceeds five digits, five zeroes should be indicated in the missioncode instead of the postcode. Postcodes that do not follow the five digit standard will not fit in the missioncode. For example this is the case when shipping to Great Britain.

b) Additions to the Missioncode (service code):

When using the additional service POSTFÖRSKOTT (C.O.D.) the additional bar codes “PF-Belopp och Konto” and “Betaldningsreferens” should be printed.

For the additional service Receiver Paid Freight (Mottagarfrakt), the bar code “Mottagarens kundnummer” should be printed.

In addition, the bar code "Kundreferens", may be printed for services DPD Företagspaket 0900, DPD Företagspaket 1200, DPD Företagspaket 1600, MyPack, Hempaket and PALL.ETT.

Even if not all of Posten's services support this bar code, you can always use the "Kundreferens" on all parcels, as all of Posten's services support the "Kundreferens" if you send the information by EDI-file.

Please refer to appendix 2 in this document for complete information about these bar codes.

Even if all bar codes are mandatory on the shipping label, there is a possibility to use a smaller shipping label only indicating the parcel number bar code and giving all other information in plain text. In this case the shipping label can be reduced in size to 10 by 10 cm. However, this requires an EDI-file to be sent for all parcels and that the service does not require a receipt part (adresskort). Please refer to the section "Receipt part (adresskort)" below for more information about services requiring a receipt part (adresskort).

The use of such a shipping label calls for a special agreement with Posten. Having this request, please contact your Posten representative.

Postcode (Section 4.2 in the SLL Manual)

Postcode is not needed as a separate bar code as it is indicated in the bar code "Missioncode".

Licence Plate (Section 4.3 in the Manual STE)

Posten manages GS1 SSCC as well as other Licence Plate concepts. In addition, Posten's own parcel number series is used, adjusted to international postal use.

9. Positioning of bar codes

For the bar codes to be read by Posten's system, it is necessary that they are placed correctly on the shipping label.

The bar codes must not be placed closer to the label edge or other lines than 7 mm (quiet zone). The vertical distance between the bar codes must be at least two mm.

The parcel number bar code must not be placed closer to the label edge or other lines than 7 mm.

To minimize the risk of the bar code being placed too close to the label edge it is recommended that they are centred.

Avsändarens namn och postnr Posten AB, 105 00		25	Avs-datum 2005-06-02	
Posten AB Kruthusgatan 17 411 04 GÖTEBORG Postkod:		Kundnummer 105 105 105 8	Tilläggstjänster 1-POSTFÖRSKOTT	
Innehåll: Bet.ref, TXT: 1234567		Antal koll 1 / 1	PlusGronn 9019506	
Kolle-ID: 8201 422 387 0SE		Kollin i PF 1	Belopp, SEK 1500.00	

At least 7 mm

At least 7 mm

Från / From
Posten AB
Terminalvägen 24
105 00 STOCKHOLM
Tel:
App: Pacsoft Online

Till / To
Posten AB
Kruthusgatan 17
411 04 GÖTEBORG
Pakeladress
411 04 GÖTEBORG

Kontakt:
Org.nr:
Avs-datum: 2005-06-02

PF-BELOPP OCH KONTO
UPPDRAG

Kontakt:
Innehåll:
Postkod:
Tel:

At least 2 mm

At least 5 mm

At least 5 mm

Betalreferens, TXT: 1234567

Postpaket
Kundnr: **105 105 105 8**
Tilläggstjänster:
1-POSTFÖRSKOTT

25

EDI-KUND
OBS! Betalningsreferens i streckkod och klartext ovan.
PlusGronn 9019506 Belopp, SEK 1500.00

Kolle: **1 / 1** Kollivikt: **4.00** kg

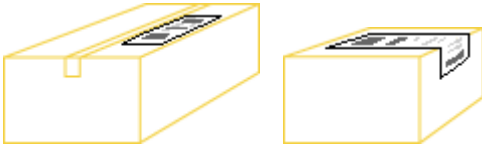
At least 7 mm

At least 7 mm

Kolle-ID: **8201 422 387 0SE**

9.1 Placing of the Shipping Label

- No other shipping labels should be on the parcel.
- Apply the label to a plain surface where it will stick.
- If the shipping label must be folded, make sure the bar code is not folded.



Parcels

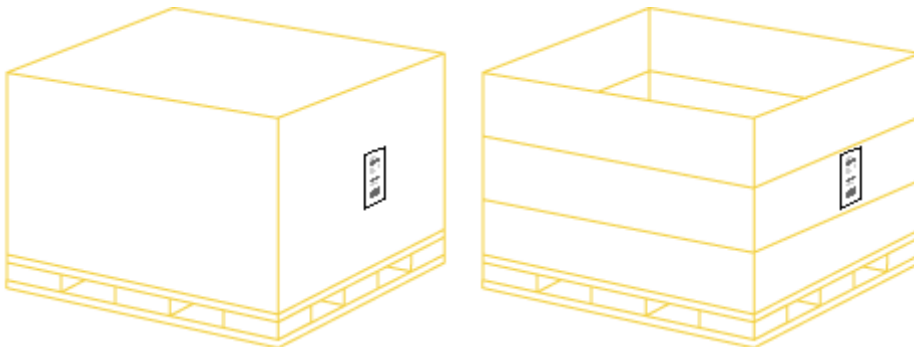
Apply the shipping label on the top surface of the parcel.
If the parcel is small, make sure the bar code is not folded.



Irregular parcels and rolls

Make sure the shipping label and the bar code are not covered by string or zip ties.
Do not place the shipping label over a piece of string or a zip tie.

If the parcel is a roll and the roll has a diameter exceeding ten cm, place the label lengthwise as in the picture above. If the diameter exceeds ten cm the label should be placed sideways in accordance with the picture above.



Card board box on a pallet

Place the shipping label on the middle of the short side.

Pallet with collars

Place the shipping label on the middle of the short side
Avoid placing the label on a joint.

10. About code 128

Code 128 has three character sets (subsets): A, B, and C. Character set A includes all capital alpha-numeric characters plus check characters and special characters. Character set B includes all standard capital and lower-case characters plus special characters. Character set C includes the setting with 100 digital pairs from 00 to 99 as well as special characters.

Character set C makes it possible to code numeric data (only!) with double density (two digits per bar-coded character) in relation to the other character sets.

The start character determines which character set will be used. The character set can be changed within the symbol by using code A, code B, code C or the character for shifting to capital letters.

By combining these character sets, the code can be made as short as possible.

The following instructions should be followed in order to minimize the length of the symbol.

1. (a) If the data begins with four or more digits, the start character C should be used.
(b) If a checking character occurs in the data set before a lower-case character, start character A should be used. (The checking characters are listed under character set A with values from 64 to 95).
(c) Otherwise, the start character B should be used.
2. If the start character C is used and an odd number of digits start off the data set, place code A or code B before the final digit. Use instructions 1b and 1c above to choose between codes A and code B.
3. If four or five digits occur together, then character sets A or B are used:
 - (a) If there is an even number of digits in the group, place code C before the first digit.
 - (b) If there is an odd number of digits in the group, place code C directly after the first digit.
4. When character set B is used and a checking character occurs in the data set:
 - (a) If a lower-case character occurs after a checking character but before another checking character occurs, place the shift character before the control character.
 - (b) Otherwise, place code A before the checking character.
5. When character set A is used and a lower-case character occurs in the data set:
 - (a) If a checking character occurs after a lower-case character but before another lower-case character occurs, place the shift character before the lower case character.
 - (b) Otherwise, place code B before the lower-case character.
6. When character set C is used and a non-numeric character occurs in the data set, place code A or code B before the non-numeric character by using instructions 1b and 1c above to choose between code A and code B.

The above description is an excerpt from "EAN 128 - Specifications for the bar code" taken from GS1 Sweden's Web site: <http://gs1.se>.

11. Application Instructions for Posten's bar codes

The contents of the different bar codes in this document are described below. In addition, a description is provided of how the different character sets within Code 128 should be combined for the bar codes to take up as little space as possible.

A = Use character set A in code 128.

B = Use character set B in code 128.

C = Use character set C in code 128.

Code 128 may not contain the Swedish characters Å, Ä and Ö. If you require these characters in any reference data, we suggest translating the letters to A or O.

12. Parcel Number on the Shipping Label and in the Bar Code in accordance with Posten standard, Posten's UPU and GS1 SSCC

Contents	
Posten's standard	<ul style="list-style-type: none">• ten digit serial number• check digit calculated according to weighted modulus 11• SE as data identifier after serial number and check digit
GS1 SSCC	<ul style="list-style-type: none">•• 00 as data identifier for the number series• 18 digits• 18th digit is a checking digit that is calculated according to GS1's algorithm
Symbology	
Posten's standard and Posten's UPU (services Postpaket Utrikes and Expresspaket)	<ul style="list-style-type: none">• Code 128 according to ISO/IEC 15417
EAN SSCC	<ul style="list-style-type: none">• UCC/EAN-128 Symbology specification
Bar Code Measurements	
Posten's standard, GS1 SSCC and Posten's UPU (services Postpaket Utrikes and Expresspaket)	
Parcel Number	<ul style="list-style-type: none">• narrow element 0.5-0.7 mm• height 32 mm•

Posten's UPU (

Parcel Number

- X-value between 0.25-0.43 mm
- Ration between wide and narrow element should be min. 2.5 to 1 and max 3.0 to 1.
- Height should be 15% of the bar code with or 9 mm which ever is greatest.

Plain text

Parcel Number

- Font Arial bold or comparable with the height 3 mm.
-

Example of Character Sets

Information	Character sets and application identifiers
Posten's standard: 7702 188 688 4 SE	<u>C</u> 7702188688 <u>B</u> 4SE
GS1 SSCC (Code 128 with function-code one directly after the start character): (00)3 7300001 234500001 5	<u>CF</u> ₁ 00373000012345000015

13. Missioncode

Data Contents
2Z as application identifier product code, 2 digits possible additional service(s), 2 digits per additional service 00 to end the service, additional service(s) section. Client number, 10 digits Consignee's postcode, 5 digits (for parcels sent to other countries than Sweden, country code is placed in front of the national postcode)
Symbology
code 128 according to ISO/IEC 1517
Measurements
code 128, narrow element 0.40 mm +/- 10% height 14 mm
Plain text
The information is not to be printed in plain text by the bar code.

Example of Character Sets

Information	Character sets and application identifiers
Example: Service: MyPack, product code 19 Client number: 012 345 678 2 Consignees postcode: 182 91 Will result in-> Missioncode: 2Z1900012345678218291	B2Z1C900012345678218291

14. Bar Codes for the Additional Service Postförskott (C.O.D.)

9.2 PF-Belopp och konto (C.O.D. amount and account)

Data Contents
1Z application identifier according to FACT
The bar code for C.O.D. amount and account should contain data about amount, currency, giro system and account number in a sequence as below:.
1Z [amount][currency][giro system][account number]
Giro system is indicated with B for Bankgirot and P for Plusgirot. The amount is indicated with two decimals without any decimal sign. 150.25 is written 15025. Currency is indicated using ISO 4217 currency code.
Symbology
code 128 according to ISO/IEC 15417
Measurements
code 128, narrow element 0.40 mm +/- 10% height 14 mm
Plain text
The information is not to be printed in plain text by the bar code.

Example of Character Sets

Information	Character sets and application identifiers
Example: Amount: 909.00 Currency: SEK Giro System: Plusgirot Account number: 90 1950 - 6	<u>B</u>1Z9<u>C</u>0900<u>B</u>SEKP9<u>C</u>019506
Example: Amount: 909.00 Currency: SEK Giro System: Bankgirot Account number: 56 97 -2003	<u>B</u>1Z9<u>C</u>0900<u>B</u>SEKBC<u>C</u>56972003

Payment Reference

Data Contents
The payment reference code must besides the reference itself also indicate if the reference is a text reference or an OCR-reference. Application identifier should be 9K for OCR-reference and 3Z for text reference.
Number of characters: OCR-reference has to be able to consist of up to 25 characters. If using text reference it is recommended that 25 characters can be indicated if only using digits. If you use letters, probably no more that 18 characters will fit on the shipping label.
Symbology
code 128 according to ISO/IEC 15417
Measurements
code 128, narrow element 0.40 mm +/- 10% height 14 mm
Plain text
Font Arial or comparable, height 2 mm.

Example of Character Sets

Information	Character sets and application identifiers
Example: OCR-reference 4151724280030440	B9K <u>C</u> 4151724280030440
Example: Text reference 123456789123456789	B3Z <u>C</u> 123456789123456789

9.3 Plain text

The captions for account number and reference have to be dynamic. The captions should be:

For account number	For reference	For amount
Plusgironr (when using Plusgirot) Bankgironr (when using Bankgirot)	Betalref OCR: (when using OCR-reference) Betalref TXT: (when using text reference)	Belopp SEK

15. Client Reference Code According to Posten's Standard

Posten do not register the reference code by other means than by bar code scanner, i.e. no manual entry is made. If a client wishes to print a reference bar code, that is not to be captured and presented on the invoice specification, the application identifier 1K should be left out.

Data Contents
1K application identifier according to FACT maximum of 18 alfa-numeric characters, optional contents. (Note! Must contain no special characters, including space)
Symbology
code 128 according to ISO/IEC 15417
Measurements
code 128, narrow element 0.40 mm +/- 10% height 14 mm
Plain text
Font Arial or comparable, height 2 mm.

Example of Character Sets

The character set is to be adjusted according to the guidance in appendix 1 depending of the characters included in the reference.

Information	Character sets and application identifiers
Example: 123456	<u>B</u>1<u>K</u><u>C</u>123456
Example: 1234567	<u>B</u>1<u>K</u>1<u>C</u>234567
Example: abcde1234567891012	<u>B</u>1Kabcde1<u>C</u>234567891012

16. Check digit according to weighted modulus 11 (for 10 digits)

The following number series of eight digits are used during calculation:

7 9 5 3 2 4 6 8

The series starts on the last digit that is to be checked. If the number that is to be checked contains more than 8 digits, begin again from the beginning of the number series

Example

Number to check	1	2	3	4	5	6	7	8	9	1	
Weighting factors	x9	x7	x8	x6	x4	x2	x3	x5	x9	x7	
Results:	9	14	24	24	20	12	21	40	81	7	= 252

Remove the largest number within 252 that is dividable by 11.

In the example, the largest number is 242 ($11 \times 22 = 242$)

$252 - 242 = 10$, the remainder is thus 10.

The checking digit becomes $11 - 10 = 1$

Exceptions

If the remainder is "0" the checking digit becomes 5

If the remainder is "1" the checking digit becomes 0

Filnamn: Specification for Posten's Shipping Labels_6.09.doc
Katalog: \\nas02a-post-wfp\~\my
documents\Labels\Nya_Labelspec2011\Newest specs
Mall: C:\Program\Microsoft Office\Mallar\Posten grundmall.dot
Rubrik: Specifikation för Postens frakthandlingar
Ämne:
Författare: Posten AB
Nyckelord:
Kommentarer: Översatt till engelska av Anna Isaksson (via Unifaun AB)
Datum: 2011-10-11 10:16:00
Version: 5
Senast sparad: 2011-10-12 09:45:00
Senast sparad av: stas701
Total redigeringstid: 15 minuter
Senast utskrivet: 2011-10-12 09:45:00
Vid senaste fullständiga utskrift
Antal sidor: 31
Antal ord: 15 304 (cirka)
Antal tecken: 81 117 (cirka)